



No. 25/2014 – NFA /ISW

Date: 03.04.2014

To,

The Additional Director General of Forests,  
Ministry of Environment & Forests,  
Govt. of India,  
Paryavaran Bhawan, CGO Complex  
Lodhi Road, New Delhi -1100013

[Kind Attn.: Sh. D.K. Sharma DIG (RT)]

Sub: Workshop Report of "Inter Services Workshop on Best Practices" held at IGNFA  
from 17- 21 February, 2014.

Ref: i) OM No.K-11022/112/2013-AR GOI, Ministry of Personnel, Public Grievances &  
Pensions, Department of Administrative Reforms & Public Reforms dated 08/01/2014.

ii) No.K-11022/112/2013-AR GOI, Ministry of Personnel, Public Grievances &  
Pensions, Department of Administrative Reforms & Public Reforms dated 19/03/2014.

Sir,

Indira Gandhi National Forest Academy, organized a one week "Inter Services Workshop  
on Best Practices" for Group 'A' officers belonging to Central & All India Services during 17- 21  
February, 2014.

In this regard, the workshop report as per MoEF format with consolidated workshop evaluation  
& feedback compilation and workshop proceedings as desired by DoPT along with other relevant  
documents are being sent for information and necessary action please.

Yours faithfully

Additional Director 24/4/14  
IGNFA

- Encl.: 1. Workshop Report (as per MoEF Format)  
2. Workshop proceedings as required by DoPT  
3. Copy of Reading Material  
4. Soft copy of reading material & presentations in DVD

Copy of the above along with all enclosures forwarded to Shri Aditya Joshi, Director (AR),  
Ministry of Personnel, Public Grievances & Pensions, Department of Administrative Reforms &  
Public Reforms, Sardar Patel Bhawan, Sansad Marg, New Delhi-110001.

**WORKSHOP REPORT**  
**"INTER SERVICES WORKSHOP ON BEST PRACTICES"**  
**FEBRUARY 17 – 21, 2014**

- |       |  |  |
|-------|--|--|
| 1.    | <b>Name of Institution</b>   | Indira Gandhi National Forest Academy  |
| 2.    | <b>Title of the Workshop</b>   | Inter Services Workshop on Best Practices  |
| 3.    | <b>Duration of the Workshop</b>  | February 17 - 21, 2014   |
| 4.    | <b>Name of the Course Professor and Workshop Coordinator</b>   | Dr. Mohit Gera (Course Professor)<br>Dr. Mohit Gera (Workshop Coordinator)   |
| 5.    | <b>Number of Participants</b><br>(Please enclose a copy of the final list of participants)   | Nominated – Thirty Six (36)<br>Attended – Nineteen (19)<br>The final list of participants is enclosed as Annexure – I  |
| 6 (a) | <b>Whether the institution got in touch with the participants of the Workshop</b>  | Yes, immediately after receiving nomination  |
| (b)   | <b>If so, when</b>   | 13.01.2014   |
| (c)   | <b>How many participant responded</b>  | Nineteen (19)  |
| 7     | <b>Whether the Workshop expectations of the participants were ascertained by the Institution? If so, when?</b>   | Yes, before the invitation of the letters for inviting them for the Workshop. Background paper was also placed on IGNFA website.   |
| 8.    | <b>General observation of the Workshop</b>   | The general observation of the Workshop was excellent. The detailed evaluation report is attached as Annexure – II and the feedback compilation is attached as Annexure – III. |
| (a)   | <b>Whether the Workshop was conducted at the Institute's campus or elsewhere (if so, where)</b>  | The course was conducted in the New Building of the Academy in its own campus.   |
| (b)   | <b>Whether the Workshop was 'residential' or 'non-residential' (if residential the residential facilities were providing in the Institution's hostel or in a hotel etc.)</b> | 'Residential' facilities were provided in the Executive Hostel, of the Academy.  |

  
26/3/2014

**COURSE PROFESSOR**



**ANNEXURE – I**

**Indira Gandhi National Forest Academy, Dehradun**  
**“Inter Services Workshop on Best Practices”**  
**for Group ‘A’ officers belonging to Central & All India Services**

**17 – 21 February, 2014**  
**List of Participants (Nominated)**

<b>S. No.</b>	<b>Name of the Officer</b>	<b>Service</b>
1	Shri S. Ramasubramanian	Indian Forest Service
2	Shri Amit Shukla	Indian Forest Service
3	Ms. Meenakshi Joshi	Indian Forest Service
4	Shri R.L. Bakshi	Indian Forest Service
5	Shri A.N. Sinha	Armed Forces Headquarters Civil Services
6	Ms. Vinita Mishra	Indian Audit & Accounts Service
7	Shri Binod Kumar Agarwal	Indian Civil Accounts Service
8	Shri Jitendra Kumar Jha	Indian Civil Accounts Service
9	Shri Krushna Shankar Pradhan	Indian Corporate Law Service
10	Shri Krishna Kant Singh	Indian Defence Accounts Service
11	Shri Mansoor Hasan Khan	Indian Defence Accounts Service
12	Ms. Sonam Yangdol	Indian Defence Estates Service
13	Shri Anindya Sengupta	Indian Information Service
14	Shri Dhiraj Singh	Indian Information Service
15	Shri Prakash Singh	Indian Ordnance Factories Service
16	Shri Kiran S.	Indian Police Service
17	Shri Pawan Kumar Singh	Indian Postal Service
18	Shri Pradeep Kumar	Indian Postal Service
19	Shri R.K. Singh	Indian Posts & Telegraphs Accounts & Finance Service
20	Shri Dhrubajyoti Sengupta	Indian Railway Accounts Service
21	Shri Rama Manohar Rao	Indian Railway Accounts Service
22	Shri Awadesh Kumar	Indian Railway Personal Service
23	Shri Garima Srivastava	Indian Railway Personal Service
24	Shri Harsha Dass	Indian Railway Personal Service
25	Shri Manish Chandra	Indian Railway Personal Service
26	Shri Rajneesh Agarwal	Indian Railway Traffic Service
27	Shri Swadesh Singh	Indian Railway Traffic Service
28	Shri R. Clement Ramesh Kumar	Indian Revenue Service
29	Shri Vijay Babu Vasanta	Indian Revenue Service
30	Shri Ajay Mishra	Indian Statistical Service
31	Shri G.S.N. Murthy	Indian Statistical Service
32	Shri Akash Taneja	Indian Trade Service
33	Shri Avinash Pushkarna	Ministry of Finance
34	Shri Chandra Shekhar	Ministry of Finance
35	Shri Neerav Kumar Mallick	Ministry of Finance
36	Shri Vinod Kumar Mehta	Ministry of Finance

**Indira Gandhi National Forest Academy, Dehradun**  
**“Inter Services Workshop on Best Practices”**  
**for Group ‘A’ officers belonging to Central & All India Services**

**17 – 21 February, 2014**  
**List of Participants (Attended)**

<b>S. No.</b>	<b>Name of the Officer</b>	<b>Service</b>
1	Shri S. Ramasubramanian	Indian Forest Service
2	Shri Amit Shukla	Indian Forest Service
3	Ms. Meenakshi Joshi	Indian Forest Service
4	Shri Jitendra Kumar Jha	Indian Civil Accounts Service
5	Shri Akash Taneja	Indian Trade Service
6	Shri Dhrubajyoti Sengupta	Indian Railway Accounts Service
7	Ms. Vinita Mishra	Indian Audit & Accounts Service
8	Shri Krishna Kant Singh	Indian Defence Accounts Service
9	Shri Mansoor Hasan Khan	Indian Defence Accounts Service
10	Shri Ajay Mishra	Indian Statistical Service
11	Shri G.S.N. Murthy	Indian Statistical Service
12	Shri Pawan Kumar Singh	Indian Postal Service
13	Shri R.K. Singh	Indian Posts & Telegraphs Accounts & Finance Service
14	Shri Krushna Shankar Pradhan	Indian Corporate Law Service
15	Shri A.N. Sinha	Armed Forces Headquarters Civil Services
16	Shri R. Clement Ramesh Kumar	Indian Revenue Service
17	Ms. Sonam Yangdol	Indian Defence Estates Service
18	Shri Vijay Babu Vasanta	Indian Revenue Service
19	Shri Prakash Singh	Indian Ordnance Factories Service



## ANNEXURE – II

### Format for evaluation of the Inter Service Workshop on Best Practices Conducted by the Indira Gandhi National Forest Academy for Group 'A' officers belonging to Central & All India Services sponsored by the Ministry of Environment and Forests, GoI, New Delhi

#### EVALUATION REPORT BY THE PARTICIPANT

*[Note please fill in all the items in the reports  
Your objectivity will help us to make improvements in the future training workshop(s)]*

- 1 Name of the institution/ organization : INDIRA GANDHI NATIONAL FOREST ACADEMY
- 2 Title of the training workshop : INTER SERVICES WORKSHOP ON BEST PRACTICES
- 3 Duration & period of the workshop : ONE WEEK, 17-21 FEBRUARY, 2014
- 4 Training workshop objectives :
  1. To provide a platform for sharing of experiences of respective services, best practices adopted in policy, procedure and delivery mechanisms and the outstanding work done by the officers of different departments and other sectors.
  2. To discuss the common problems affecting civil services and having a brainstorming session/s on the role and future of civil services in this rapidly changing scenario in the globalised environment.

(Items 01 to 03 to be filled in by the institute /organization before circulating the forms to the participants)

6. What do you think about the theme/ topic structure and organization of the training workshop to meet the objectives on a scale of 10?

Points: 10 for very well structured,  
00 or very unstructured

9-10	6-8	0-5	Blank/NA
78%	22%	-	-

7. How useful this training will be to you immediately in your job

[10.....00  
(highest) (lowest)]

9-10	6-8	0-5	Blank/NA
39%	61%	-	-

8. How useful this training likely to be for the future jobs you may handle?

[10.....00  
(highest) (lowest)]

9-10	6-8	0-5	Blank/NA
39%	61%	-	-

9. Practical Orientation of the Course contents to the job you are handling/you may handle?

[10.....00  
(highest) (lowest)]

9-10	6-8	0-5	Blank/NA
44%	56%	-	-

10. Did you get enough opportunities to interact with the fellow participants?

[10.....00  
(highest) (lowest)]

9-10	6-8	0-5	Blank/NA
89%	11%	-	-

11. How far have you benefited from interaction with the fellow participants during the course?

[10.....00  
(highest) (lowest)]

9-10	6-8	0-5	Blank/NA
72%	28%	-	-

12. How far was the course material supplied relevant to the course content?

[10.....00  
(highest) (lowest)]

9-10	6-8	0-5	Blank/NA
56%	44%	-	-

13. To what extent are you satisfied with the following?

(The institution may please block the parameters not applicable)

a. Reception:

[10.....00  
(highest) (lowest)]

9-10	6-8	0-5	Blank/NA
100%	-	-	-

b. Transport facilities

Availed / not availed. If availed:

[10.....00  
(highest) (lowest)]

9-10	6-8	0-5	Blank/NA
94%	-	-	6%

c. Residential accommodation Facilities

Availed / Not availed. If availed:

[10.....00  
(highest) (lowest)]

9-10	6-8	0-5	Blank/NA
78%	-	-	22%

d. Food quality and service

[10.....00  
(highest) (lowest)]

9-10	6-8	0-5	Blank/NA
72%	22%	-	6%

e. Conference room facilities

[10.....00  
(highest) (lowest)]

9-10	6-8	0-5	Blank/NA
100%	-	-	-

f. Library facilities

Availed / Not availed. If availed:

[10.....00  
(highest) (lowest)]

9-10	6-8	0-5	Blank/NA
28%	16%	-	56%

g. Interactions with the faculty and fellow participants

[10.....00  
(highest) (lowest)]

9-10	6-8	0-5	Blank/NA
44%	28%	-	28%

h. Recreation facilities

Availed / not availed. If availed

[10.....00  
(highest) (lowest)]

9-10	6-8	0-5	Blank/NA
56%	22%	-	22%



14. Which parts (s) of the workshop did you find most useful?

- ✚ Fitness class/ health living (6)
- ✚ Leadership(Sh V.N. Rai) (4)
- ✚ Citizen Centric Initiatives(Dr. R.B.S Rawat) (4)
- ✚ All (3)
- ✚ Initiatives that have won PM's awards / Outstanding initiatives (3)
- ✚ Presentation by participants (3)
- ✚ Ethics in Civil Services( Ms Amita Singh) (3)
- ✚ Interaction with officers of other services. (2)
- ✚ Visit to Rajaji National Park (2)
- ✚ Interaction with guest speakers
- ✚ Overall structure of the course
- ✚ Citizen Centric & Group Presentations(Dr. Charu Malhotra)
- ✚ HRD & Planning(Sh Jairaj)
- ✚ Transparency & Accountability (Sh Indu Kumar Pandey)
- ✚ Structure of the lecture session. This made the entire session participative.

15. Which part of the workshop did you find least helpful?

- ✚ None (10)
- ✚ Initiatives that have won PM's awards / Outstanding initiatives (3)
- ✚ HRD & Planning(Sh Jairaj)
- ✚ Gender issues

16. Your overall impression of the training workshop?

[10.....00  
(highest) (lowest)]

9-10	6-8	0-5	Blank/NA
94%	6%	-	-

17. Did the workshop give you any specific idea(s) about improvement in your working situation when you get back?

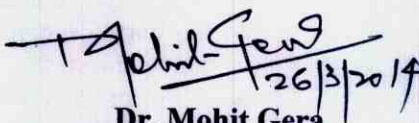
- ✚ Yes (15)
- ✚ No

18. If yes, can you spell them out briefly?

- ✚ Ethics and Accountability
- ✚ Motivation
- ✚ Living close to nature
- ✚ Use of ICT and social networking sites
- ✚ It gives good platform for having insight into the working of other services certainly many ideas will be implementable in the due course of time.
- ✚ All the sessions were very relevant and informative with other service officer has been very informative.
- ✚ The initiative taken by various officers was inspiring.
- ✚ To start "De-conditioning" the unnecessary ideas a long way in the last 15 years in the field and move ahead.
- ✚ Co-ordination with other departments in the need of the hour to derive mutual understanding and benefits.
- ✚ The session of discussion on the topics like Ethics, Gender Issues, Healthy Living were very good and worth following in our profession and personal lives.
- ✚ If you give ideas about innovative use of IT, Citizen Orientation, need for innovation at workplace and need of ethical governance. It sensitized me to the fact that your working situation need not be accepted in a 'taken for granted manner'. There is always a need for betterment.
- ✚ It will help in bringing transparency and accountability in my organization.
- ✚ Application of e-governance in different area can be used for the development and to increase services delivery in offices.
- ✚ The class of healthy living is also useful for keeping good health.
- ✚ The learning journey and sharing experience is very useful.



- ✚ Leadership in public was very useful.
  - ✚ Healthy livings session was very helpful and made a way to come out all myths about dietary habits.
  - ✚ The best practices as well as interaction with other services are an eye opener.
  - ✚ Working in the field involves a lot interaction with other ministries and department. Such workshops help in developing relationships with fellow participants know more about other department and use this knowledge and relationships in resolving inter departmental issues in the field.
  - ✚ It gave an opportunity for all of us to share the experiences. We have an opportunity to get the resource persons to deliver the lecture on different topics in own academy in future programmes.
19. Any other comments/observation/suggestions you wish to make about the course
- ✚ There should be more workshops and short time courses involving different services.
  - ✚ One of the best course/workshop I have attended with very relevant course content.
  - ✚ A good effort for interaction and integration of various services.
  - ✚ Thanks for the great workshop.
  - ✚ My sincere thanks and congratulation to Dr. Mohit Gera and his team for organizing this programme in a lively manner.
  - ✚ It is suggested if possible that the session on gender issues be taken up by male participants/ chair otherwise again it ends up being a session on only women's issues and may not receive the kind of attention that it demands.
  - ✚ Inter-service interactivity brings de-frying among participants, breaks myths and facilitates learning.
  - ✚ Theme like "participatory scientific watershed management" may not be part of this training/workshop.
  - ✚ We were informed that this is third workshop of Inter services officers. It will be useful if the fact and finding/ outcome of past workshops are made available to others at least to present participants.
  - ✚ Feedback forms about the resource persons/ speakers should be given immediately after the session. Providing feedback form at the end of the workshop may not be that helpful as the participants does not remember the quality of the speaker who had spoken on the initial days
  - ✚ Residential accommodation is excellent. However if possible Wi-Fi facility may be provided.
  - ✚ Group activity should be given more emphasis.
  - ✚ The course duration should be increased to 2 weeks with one week of trekking expedition.
  - ✚ A session on "meditation" could be introduced in the course.
  - ✚ It was an excellent event conducted by team of this Academy under the supervision of Dr. Mohit Gera. Indeed we carry the memories of this academy get-together function.
  - ✚ The result and feedback of the course should be sent to all services heads and especially to DoPT.

  
 Dr. Mohit Gera  
 Workshop Coordinator & Course  
 Professor



# ANNEXURE – III

**INDIRA GANDHI NATIONAL FOREST ACADEMY**  
**"INTER SERVICES WORKSHOP ON BEST PRACTICES"**  
**FOR GROUP 'A' OFFICERS BELONGING TO CENTRAL & ALL INDIA SERVICES**  
**FEED BACK**  
**(17-21 February, 2014)**  
*Rating of the topics in terms of relevance*

**3: Very relevant 2: relevant 1: Not relevant**

S. No.	Name of the Speaker	Topic	3	2	1
1	Ms. Amita Singh	Ethics in Civil Services	14	4	-
2	Ms. Rashmi Singh	Gender Issues	14	4	-
3	Visit to FRI Main Building & Museums		6	8	-
4	Dr. R.B.S. Rawat	Citizen Centric Initiatives	16	2	-
5	Shri V.N. Rai	Leadership	15	3	-
6	Shri G.T. Venkateshwar Rao	Initiatives that have won PM's awards/outstanding initiatives (Integrated Taxpayer Data Management System)	11	6	-
7	Shri Jairaj	HRD & Planning	10	8	-
8	Visit to Rajaji National Park		11	3	-
9	Shri Indu Kumar Pandey	Transparency & Accountability	12	5	-
10	Shri Ram Kumar	Initiatives that have won PM's awards/outstanding initiatives (Participatory Scientific Watershed Management in Gujarat)	7	8	3
11	Ms. Rujuta Diwekar	Healthy Living	16	2	-
12	Dr. Anil Oberoi	ICTs/Use of Social Networking Sites	8	6	-
13	Dr. Charru Malhotra	Citizen Centric Initiatives	9	4	-

Your Valuable Suggestions are very important to us. Please rate the topics in terms of coherence, handling discussions and delivery etc

**INDIRA GANDHI NATIONAL FOREST ACADEMY**  
**"INTER SERVICES WORKSHOP ON BEST PRACTICES"**  
**FOR GROUP 'A' OFFICERS BELONGING TO CENTRAL & ALL INDIA SERVICES**  
**FEED BACK COMPILATION**  
**(17-21 February, 2014)**

*Rating of the topics in terms of relevance*

S. No.	Name of the Speaker	Topic	No. of Sessions	E	V	G	F	(E+V)	Total	%age
1	Ms. Amita Singh	Ethics in Civil Services	2	9	8	1		17	18	94%
2	Ms. Rashmi Singh	Gender Issues	2	7	9	2		16	18	89%
3		Visit to FRI Main Building & Museums	2	8	6			14	14	100%
4	Dr. R.B.S. Rawat	Citizen Centric Initiatives	2	8	10			18	18	100%
5	Shri V.N. Rai	Leadership	2	16	2			18	18	100%
6	Shri G.T. Venkateshwar Rao	Initiatives that have won PM's awards/outstanding initiatives (Integrated Taxpayer Data Management System)	2	12	4	1		16	17	94%
7	Shri Jairaj	HRD & Planning	2	8	9		1	17	18	94%
8		Visit to Rajaji National Park	8	11	4			15	15	100%
9	Shri Indu Kumar Pandey	Transparency & Accountability	2	8	9			17	17	100%
10	Shri Ram Kumar	Initiatives that have won PM's awards/outstanding initiatives (Participatory Scientific Watershed Management in Gujarat)	2	1	11	4	1	12	17	71%
11	Ms. Rujuta Diwekar	Healthy Living	2	14	3	1		17	18	94%
12	Dr. Anil Oberoi	ICTs/Use of Social Networking Sites	2	7	6		3	13	16	81%
13	Dr. Charu Malhotra	Citizen Centric Initiatives	2	5	6	1	3	11	15	73%

**E: Excellent   V: Very Good   G: Good   F: Fair   NA: Not Applicable**