



TROPICAL FOREST RESEARCH INSTITUTE

(Indian Council of Forestry Research & Education)
(An Autonomous Council under the Ministry of Environment & Forests, Govt. of India)
P.O. – R.F.R.C, Mandla Road, JABALPUR – 482 021 (M.P)



F.No. -43-III/GC(R)/TFRI/JBP/2012/ 181

Date: 15/11/2012

To,

1. All the Heads of Divisions,
TFRI, Jabalpur.
2. In-Charge, I.T. Cell,
TFRI, Jabalpur
3. Director,
CFRHRD, Chhindwara

Sub.: Screening of research papers at pre-publication stage.

Ref.: This office letter No. 785, dt.20.12.2000.

In pursuance to the office order No. 34-12/99 dated 23.12.1999 of the Director General, ICFRE, Dehradun, a Screening Committee was constituted vide this office letter under reference for screening of research papers of the Institute.

As most of the senior scientists/officers nominated in the screening committee are retired/repatriate to the parent cadre, the Director, TFRI is pleased to constitute the following Screening Committee for scrutinizing the research papers before publication.

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|-------------------------------------|---|------------------|
| 1. Dr. U. Prakasham, IFS, Director | - | Chairman |
| 2. Dr. N. Roychoudhury, | - | Member |
| 3. Concerned Head of the division | - | Member |
| 4. Dr. Girish Chandra, Statistician | - | Member |
| 5. Dr. S. A. Ansari, GC(R) | - | Member Secretary |

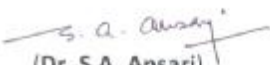
The following procedure will be adopted for screening of research papers before their publication:-

1. The Scientists/Research Officers concerned will submit his/her paper to the Head of his/her Division. Name and ID no. of the project, under which the work related to the paper has been done, should also be specified in the covering letter. Scientists/Research Officers of CFRHRD, Chhindwara will submit their research papers to the Director, CFRHRD, Chhindwara. An endorsement of the covering letter be also sent to the Group Coordinator (Research), TFRI for proper monitoring. Complete title of research paper and name(s) of author(s) should be clearly written in the covering letter.
2. On receipt of the paper the Head of Division shall arrange for its screening by the committee constituted. The screening process shall not take longer than 21 days.

P.T.O.

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3. In case a member of the screening committee himself is the author of the paper, he will not participate in the screening process. If two or more members of the committee are authors of the paper then the H.O.D. will immediately send the paper along with a covering letter to the GC(R) for further necessary action. In such case the Director will constitute a special committee for screening of specific paper(s).
4. The committee will screen the paper within the above stipulated time and may suggest certain amendments or modifications, if deemed necessary. In such case the paper shall be referred back to the author for suggested modifications/amendments. The modified paper would again be put up for screening. The committee should finally recommend whether or not to accord the requisite approval for its publication.
5. The recommendation of the committee, dully signed by all the participating members, will be submitted by the HOD concerned, through the GC(R) to the Director, TFRl who would act upon the same as per his discretion.
6. An accession number will be allotted for each approved paper by the GC(R).
7. No research paper shall be sent for publication without screening. A reprint of the paper published after screening will be submitted in the GC(R) office.
8. The research papers published without screening shall not be considered in the ACR.
9. The author(s) should take due care to follow the above procedure.

These issues with the approval of the Director and will take effect from the date of issue of this letter.


(Dr. S.A. Ansari)
Group Coordinator (Research)