

NAME OF DIVISION

ACCOUNTS SECTION (ADMIN.), P. R. I.

1. Maintenance of all records duly catalogued and indexed in a manner and which facilitates the right of information under this Act.

List of files with subject:

1. No. 3-2(2) Pay Section -III (Part-II)
Sub.: Correspondence Regarding Miscellaneous.
2. No. 3-2(2)/2019/Pay Section-III
Sub.: Correspondence Regarding Establishment Matters.
3. No. 3-2(5)/2019 Pay Section-III
Sub.: Correspondence Reg. 10 Days Leave Encashment on LTC/Home Town.
4. No. 3-2(5)/2019/Pay Section-III
Sub.: Correspondence Regarding Leave Encashment of Group C Staff on Retirement
5. No. 3-2(2)/2018/Pay Section-III/LPC
Sub.: Correspondence Regarding LPC on Retirement/Redeployed/Transfer Group C
6. F.NO. 3-1(8)/2017/A/S-III/P.SEC/L.EN.
SUB: - LEAVE ENCASHMENT ON RETIREMENT GR. A&B
7. F.NO. 3-1(10)/2017/A/S-III/P.SEC/L.EN
SUB: - TEN DAYS LEAVE ENCASHMENT
8. F.NO. 3-1(4)/2008/A/S-III/P.SEC/L.P.C
SUB: - LPC OF ICFRE & OTHERS INSTITUTES OFFICERS
9. F.NO. 3-1(9)/2017/A/S-III/P.SEC
SUB: - CORRP. REG. LETTERS RECEIVED FROM SECRETARY ICFRE & PENSION FUND ETC.
10. F.NO. 3-1(18)/2019/A/S-III/P.SEC/REP.
SUB: - INFORMATION SAND TO EST. /ICFRE REG.
11. F.NO. 3-1(19)/2019/A/S-III/P.SEC/REP
SUB: - CORRESPONDENCE REG. R.T.I
12. F.NO. 3-7/A/S-III/P.SEC/LPC
SUB: - LPC OF GROUP 'C' MTS
13. F.NO. 3-5(3)/A/S-III/P.SEC
SUB: - 300 DAYS LEAVE ENCASHMENT OF GROUP 'C' MTS
14. F.NO. 3-4(IX)A/S-III/P.SEC
SUB: - ANAMOLY IN PAY FIXATION OF GROUP 'C' MTS STAFF
15. No. 3-3(1)/A/S/Pay Section-III
Sub.: Correspondence Regarding leave encashment retired (Technical)
16. No. 3-3(5)/Pay Section-III/LPC
Sub.: Correspondence Regarding LPC on Retirement/Redeployed/Transfer Group A,B,C (Technical)
17. No. 3-3(9)/Pay Section-III/MISC
Sub.: Correspondence Regarding Misc. Matters
18. No. 3-3(10)/Pay Section-III
Sub.: Correspondence Regarding 10 days leave encashment LTC/HOMETOWN

19.4-1/2018(Cashier)
Sub: Misc. Correspondence
20. No. Dis/2017-18/A/S-II(GST)/2019-20
21.No. 2-3/2017-18/A/S-II/(TDS) Pt. File
22.No.2-3/2019-A/S-II/TDS/Income Tax Notice
23.GPF Files
24 .GEM file
25. 3-2/9(10)/AS-I/LTC- L.T.C. Files- No. 284
26. 3-2(9) AS-I T.T.A. Files-03
27. 3-3(90)/As-I/ I. Audit- Internal Audit-01
28. No.Dis /AS-I(Admin)TA/LTC- CAG Audit-01
29. 1-1/2018/TA BILL HRD- HRD/DA-TA-01
30. 1-1/2018-AS-I/TA BILL/SJRF,SRF- Reimbursement of
T.A.Bills JRF,SRF-01
31. 1-1/2019/TA BILLS AS-I/MISC- Misc.Cors.T.A. Bills-01
32. 1-1/2017 AS I(CVC)- Submission of Quarterly Pro.Report-
01
33. 1-1/2018 AS-I /Admin- Office Order/Tran. Posting Of Staff-0-
01
34. 1-1/216/14-15 AS-I- Reim. Claim of Provisional Pension/
DCRG-01
35. 1-1/440/2018 AS-I- Misc. Corsp of Pesnion-01
36. 1-7/2013 AS-I /RTI- RTI ACT -2015 Corros.-01
37. 1-4/2013 –AS I (Admin)Misc. Misc.Corrsp.Pension &
Circular-01
38. Dis/2019-2020/Medical Advance- Medical Advance Group
ABC-01
39. Dis/2019-2020/PHS- Medical Advance Group ABC-01
40. DIS/ 2019-2020/Reim.- Reimbursement of Medical Adv.-01
41. Dis/2019-2020/PHS- Reimb. of Medical Cllaim ICFRE PHS-
01
42. Dis/2019 /Med.- Medical Coresp.-05

<p>2. Function and duties of each employees working in your division</p>	<p><u>1. Shri H.S. Rawat, Accounts Officer</u> Checking verification and signing of all vouchers, correspondence in respect of Account (Admin.), Account (Project) and other work of the DDO of the Institute. Payment of third party bills, salary, LTC, TA, medical claims related to officers/staff of this institute.</p> <p><u>2. Shri M.C. Jain, Section Officer (Admin)</u> Checking and signing of all vouchers, correspondence in respect of Account Admin and other work assigned by concerned officers.</p> <p><u>3. Shri Vijendra Kumar, Assistant,</u> Supervisor of Account Section-II and other work assigned by the concerned officer.</p> <p><u>4. Shri Yogendra Kumar, Assistant, Cashier</u></p> <p><u>5. Shri Buddesh Prasad, Assistant,</u> preparation of Pay bill Group A, B & C (Technical staff), calculation of Income tax, payment of 10 days leave encashment for LTC/Bharat Darshan, children Education bill and maintenance of Service Book, leave account and Pay bill register of Technical Staff, PFMS upload of Group A, B, C technical staff</p> <p><u>6. Shri Prashant Sharma, UDC,</u> Preparation of Pay bill Group A and B (IFS, Research & Administrative staff), calculation of Income Tax, payment of 10 days leave encashment for LTC/Bharat Darshan, children Education and maintenance of Service Book, leave account and Pay bill register of staff. Calculation of Leave salary and pension contribution of officers on deputation in Institute. PFMS upload of Group A, B staff</p> <p><u>7. Shri Anil Kumar, UDC,</u> Preparation of Pay bill Group B and C (Ministerial and Technical staff), calculation of income tax, payment of 10 days leave encashment for LTC/Bharat Darshan, children Education and maintenance of Service Book, leave account and pay bill register of staff, PFMS upload of Group A, B, C ministerial staff</p> <p><u>8. Shri Aditya Kumar Upreti, LDC,</u> Preparation of Pay bill Group C (MTS staff), calculation of income tax, payment of 10 days leave encashment for LTC/Bharat Darshan, children Education and maintenance of Service Book, leave account and pay bill register of staff.</p>
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9. Shri Rakesh Kumar, MTS,
To assist Cashier

10. Sh. Netra Pal Singh, Assistant

- Supervision of account section-II
- Payment of firms bill
- Payment of security deposit
- Payment of stipend to the all doctors of NFH, FRI
- Payment of stipend to the Safai contractor

Any other works assigned by the concerned Officers

11. Sh. Bharat Singh Tirthwal, UDC

- GPF part final/ advance/reimbursement to ICFRE and
- Forest advance, Cash account adjustment
- Preparation of GST and TCS details and payment online to concern dept.
- Revenue received daily cheque and cash, Preparation of Balance sheet monthly/ quarterly/ annual and prepares quarterly received revenue and sent to DG ICFRE.
- Payment of OTA, honorarium, Newspaper etc.
- Preparation of Balance sheet of FA, GPF and revenue etc.
- Typing work
- Any other works assigned by the concerned Officers

12. Sh. Anil Kumar Dhyani,UDC

- Payment of firms bill of Contractors
- Payment of stipend to the JPF, SPF, FA and PA etc.
- Prepration of TDS details for form 16-A
- Entry in PFMS
- Any other works assigned by the concerned Officers
- Payment of service provider's bills

13. Sh. Sunil Kumar,MTS

- Prepration of voucher of revenue
- Any other works assigned by the concerned Officers

14. Sh. Chandra Pal, Assistant

Supervision of Accounts Section-II
and preparation of Quarterly progress report sent to CVC

15. Sh. N.S. Bisht, T.O

Medical Claim Bill Group A,B & C staff

	<p><u>16. Smt. Suman Sakhuja, Assistant</u></p> <p>Medical Claim Bill Group B & C Technical staff/ICFRE PHS</p> <p><u>17. Sh. Veer Singh, Assistant</u></p> <p>T.A/LTC Bills</p> <p><u>18. Sh. M.K. Gupta, Assistant</u></p> <p>Pension Case</p> <p><u>19.Sh. Sunil Negi, LDC</u></p> <p>Diary Dispatch</p> <p><u>20.Smt. Shanti Devi, MTS</u></p> <p>Attached with Account Officer</p>
3.Financial/Administrative power of an employee in your division	NA
4. Procedure to be followed decision making including supervision and accountability	NA
5. Statement of categories of documents that are held by it or under its control	NA
6. Consultancy work carried out in your division	NA
7. Directory of employees with name, designation and telephone number.	NA
8. Budget allocated during the current year for different project and expenditure incurred.	List Attached
9. Particulars of facilities to citizens and for public use.	NA

Total Expenditure (On Going) as on 08.11.19						
Sl No.	Project Title/PI/Duration (Start and end year)	Consumables (M & S)	Research Expenditure (FRE)	Travel Conveyance (T.E)	Capital (Scientific Equipment)	Fellowship
1	Utilization of forest biomass through value added application as source of natural dyes. Dr. Rakesh Kumar, 3 years, 2017-20	32000	35000	14000		131000
	Total Expenditure	24558	15000	11219	0	107768
2	Bioprospecting of Pinus roxburghii needles wax and other extractive. Dr. Vineet Kumar, 3 years, 2017-20	76000	48000	35000		131000
	Total Expenditure	50745	13960	2120	0	94968
3	Enzymatic intervention for quality improvement of essential oil from Cyperus scariosus and Zanthoxylum armatum. Dr. Rashmi, 3 years, 2017-20	0	38000	800		131000
	Total Expenditure	0	17287	0	0	110417
4	Nutritional and quality evaluation of selected wild edible plants as a source of functional food. Dr. Y.C. Tripathi, 3 years, 2017-20.	79000	41000	18000		131000
	Total Expenditure	58417	25800	800	0	89600
5	Studies on phytochemical composition of Osyris quadripartita Salzm, Ex Deene. Dr. A.K. Pandey, 3 years, 2017-20	47000	113000	5000	250000	114000
	Total Expenditure	27697	105121	0	0	111484
6	Post fires impact on soil properties and microorganisms in Chirpine and Oak forests of Uttarakhand. Dr BM Dimri, 3 Years, 2017-2020.	32000	69000	60000		131000
	Total Expenditure	15347	25710	19900	0	110933
7	Insect pests of Western Himalayan Oaks and their control, Dr. Arun P. Singh, 4 years, 2017-2021.	13000	55000	62000		348000
	Total Expenditure	0	21068	53343	0	184129
8	Development of Gmelina arborea and Emblica officinalis based agroforestry models on degraded lands in Uttarakhand and Uttar Pradesh. Rambir Singh, 5 years, 2017-2022.	25000	83000	28000		139000
	Total Expenditure	0	18304	12250	0	94500
9	Development of Kachnar (Bauhinia variegata), Bhimal (Grewia optiva) and Kadam (Anthocephalus cadamba) based agroforestry models on farmers land under rainfed conditions in Uttarakhand. Charan Singh, 5 years, 2017-2022	22000	138000	21000		131000
	Total Expenditure	0	10615	4060	0	49084
10	Livelihood improvement through sustainable utilization of grewia optiva (Bhimal). Dr. Devendra Kumar, 2018-22	41000	26000	35000		131000
	Total Expenditure	30917	10620	20734	0	103312

SI No.	Project Title/PI/Duration (Start and end year)	Consumables (M & S)	Research Expenditure (FRE)	Travel Conveyance (T.E)	Capital (Scientific Equipment)	Fellowship
11	Application of biobased polymeric blends as strength additives papermaking. Dr. Vikas Rana, 2018-21	126000	41000	28000		241000
	Total Expenditure	73376	13321	2400	0	178342
12	Exploratory Studies of Friction Induced Welding on Indian Wood Species for making Joints.Shailendra Kumar, 4 years, 2017-21.	63000	35000	35000		0
	Total Expenditure	0	33500	0	0	0
13	Development of a solar heated vacuum dryer with a thermal energy storage system. Shailendra Kumar, 3 Years, 2017-2020.	0	236000	0		131000
	Total Expenditure	0	10000	2700	0	122839
14	Performance evaluation of imported timbers after treatment with conventional (CCA, CCB) and environmental-safe (ZiBOC) preservative in prototype cooling tower. Ajmal Samani, 3 years 2017-20.	13000	117000	11000		126000
	Total Expenditure	0	20000	0	0	105500
15	Conservation of Litsea glutinosa-an endangered and threatened medicinal tree of north west Himalayas. Navabhar, 4 years,2017-2021.	19000	173000	13000		366000
	Total Expenditure	16000	122443	10124	0	185935
16	Molecular characterization of selected medicinal plants of Uttarakhand. Ranjana Negi, 3 years, 2017-20	189000	69000	35000		257000
	Total Expenditure	104455	39734	25012	0	193370
17	Identification and characterization of important bacterial groups from salt affected soils of Haryana and Punjab.Dr.Parul Bhatt Kothiyal, 2018-21	63000	104000	49000	100000	241000
	Total Expenditure	58002	77303	13050		65767
18	Butterflies associated with different forest types/sub-types in Uttarakhand. Dr. Arun P.Singh, 3 years, 2017-2020		69000	132000	24190	324500
	Total Expenditure	0	36048	103651	24190	177000
19	Studies on diversity and host range of hymenopteran egg parasitoids from northern India (Haryana,Uttar Pradesh & Uttarakhand. Dr.Mohd.Yusuf, 2018-21	38000	59000	150000		354000
	Total Expenditure	18206	46020	112323	0	206500
20	Digitization and enrichment of National Forest Insect Collection (NFIC) of Forest Research Institute Phase-II (minute insects). DR. Sudhir Singh, 3 Years, 2017-20	63000	609000	0		179000
	Total Expenditure	0	309988	0	0	108868

Sl No.	Project Title/PI/Duration (Start and end year)	Consumables (M & S)	Research Expenditure (FRE)	Travel Conveyance (T.E)	Capital (Scientific Equipment)	Fellowship
21	Mortality of Pinus wallichiana in Nandadevi Biosphere Reserve.Dr.Shailesh Pandey., 2018-21	95000	104000	105000		269000
	Total Expenditure	55002	96913	71079	0	264589
22	Studies on taxonomy and host range of larval parasitoids, Apanteles spp. (Hymenoptera: Braconidae) from Uttarakhand and Haryana. Dr. Mohd. Yousuf, 3 years, 2017-2020.	25000	36000	82000		363000
	Total Expenditure	19915	25548	55418	0	186000
23	Diversity study of pteromalid parasitoids (Hymenoptera: pteromalidae) of Northern India with special Emphasis on bio-efficacy of some selected parasitoids. Arvind Kumar, 2018-21	25000	207000	56000		257000
	Total Expenditure	24999	131057	26637	0	112468
24	Carbon Sequestration and Carbon stock estimation from the Soils under different Forest Covers in Uttarakhand. Dr. Vijender Pal Panwar, 4 years, 2017-21	57000	71000	110000		0
	Total Expenditure	19262	54351	82776	0	0
25	Screening of Poplar clones for tolerance against poplar leaf defoliator, Clostera cupreata But. Dr. Arvind Kumar, 3 years, 2017-20	19000	90000	7000		147000
	Total Expenditure	18969	16014	3350	0	94968
26	Selection and genetic evaluation of Ailanthus excelsa germplasm in Northern India. Dr. Rama Kant, 4 years, 2016-2020.	491000	449000	112000		147000
	Total Expenditure	106859	340674	81050	0	116000
27	Study of structural dynamics and genetic improvement of Grevillea robusta A. Cunn (Silver Oak). M.S. Bhandari, 4 years, 2017-21	170000	380000	105000		366000
	Total Expenditure	67141	338752	49010	0	173129
28	Field evaluation of recombinants emanating from F1 and F2 generations of Corymbia citriodora (Syn. Eucalyptus citriodora) Hook. × C. torelliana (Syn. Eucalyptus torelliana) F.v. Muell for high productivity. Dr. Ajay Thakur, 6 years, 2016-2022.	9000	228000	21000		98000
	Total Expenditure	8888	165367	3650	0	93000
29	High - density plantation management for wood production and assessment of wood properties of coppiced material.Dr. Dinesh Kumar, 2018-23	33000	406000	41000		274000
	Total Expenditure	0	399568	2400	0	168129

Sl No.	Project Title/PI/Duration (Start and end year)	Consumables (M & S)	Research Expenditure (FRE)	Travel Conveyance (T.E)	Capital (Scientific Equipment)	Fellowship
30	Chemical examination and value addition of edible mushroom <i>Astraeus hygrometricus</i> . Dr. V K Varshney, 3 years, 2016-September 2019.	0	0	0		55000
	Total Expenditure	0	0	0	0	36581
31	Value addition and Utilization of Cassia tora seeds. Dr. Pradeep Sharma, 3 Years 2016-2019.	79000	104000	42000		322000
	Total Expenditure	33279	51820	4350	0	166129
32	Expression profiling of mevalonate (MVA) pathway and methyl erythritol 4- phosphate (MEP) pathway transcripts in <i>Cymbopogon winterianus</i> under pathogen stress . P.I. Shailesh	189000	25000	28000		126000
	Total Expenditure	24992	0	20000	0	107500
33	Assessment of hydrological services imparted by forest of Kemptly watershed (Mussoorie). Dr Parmanand Kumar, 7 years, 2012-2019.	63000	173000	28000	802840	147000
	Total Expenditure	18551	121642	10340	107740	78000
34	AICP on genetic improvement of <i>Melia composita</i> Wild. (2012-22) FRI Component All India Project Coordinator: Dr. Ashok Kumar, 2012-2022 Total Initial Budget Outlay of AICP: Rs. 793 lakhs	578000	1035000	140000		225000
	Total Expenditure	534513	1025599	126116	0	0
35	Epidemiology and management of <i>Chlorophorus annularis</i> Fab. (Coleoptera: Cerambycidae)– A major borer of cut and dry bamboo. Dr KP Singh, 3 years, 2017-2020	88000	311000	14000		0
	Total Expenditure	52870	151752	13120	0	0
36	Seasoning studies on important species of bamboos for handicrafts using Dehumidifier kiln and Vacuum kiln. Dr NK Upreti, 3 years, 2017-2020.	17000	134000	75000		0
	Total Expenditure	8959	81381	63782	0	0
37	Studies on role of nano-fillers in wood composites and finger-jointed solid wood. Mrs. Ismita Nautiyal, 3 years, 2017-2020.	95000	173000			0
	Total Expenditure	50196	143747	0	0	0
38	Studies on the Radio Frequency Curing of adhesives in manufacturing of Plywood. DP Khali, 3 years, 2017-2020.	221000	290000	14000		0
	Total Expenditure	56999	113187	0	0	0
39	Modification of difficult to treat timbers by Microwave technique for improving impregnation of preservatives. Ajmal Samani, 5 years, 2017-2022.	19000	35000	14000		126000
	Total Expenditure	0	10000	0	0	108500

Sl No.	Project Title/PI/Duration (Start and end year)	Consumables (M & S)	Research Expenditure (FRE)	Travel Conveyance (T.E)	Capital (Scientific Equipment)	Fellowship
40	Deployment of eucalyptus genotypes in the field and hybridity testing through molecular markers.Dr.Manish Singh Bhandari	0	307000	70000		269000
	Total Expenditure	0	306556	51250	0	189617
41	Evaluation of Germplasm and Transcriptome studies in Eucalypts for Water logging and Salinity. Dr. Santan Barthwal, 3years, 2017-2020	192000	207000	21000		131000
	Total Expenditure	101751	90457	0	0	119162
42	Characterization of the Hill Bamboo Species (Ringal) of the North-Western Himalayas for their Conservation and Genetic Improvement. R K Meena, 3years,2017-2020.	221000	242000	70000	50000	261000
	Total Expenditure	68714	217661	22100	50000	212838
43	Molecular Mechanism of Rhizome Growth and Development in Dendrocalamus strictus. Dr. Santan Barthwal, 3Years, 2017-2020.	158000	148000	28000		131000
	Total Expenditure	121193	63650	150	0	106129
44	Evaluation of phytochemicals from forest species- Acacia concinna, sapindus laurifolius, A. auriculiformis, T. Belirica and Ziziphus mauritiana for removal of chemical residues from edible produce. Neelu Singh	40000	53000	20000		134000
	Total Expenditure	0	10000	0	0	0
45	Assessment of quality of some medicinal plants from different markets of Madhya Pradesh vis-à-vis market value. Neelu Singh	100000	95000	100000		161000
	Total Expenditure	0	20000	12000	0	0

Total Expenditure (New Project) as on 08.11.2019						
S.No.	Project Title/PI/Duration (Start and end year)	Consumables (M & S)	Research Expenditure (FRE)	Travel Conveyance (T.E)	Capital (Scientific Equipment)	Fellowship
1	Study on the effect of fire retardant chemical on internal bond strength of particle board. D.P. khali, 2019-22	63000	124000	0	0	150000
	Total Expenditure	28416	18005	0	0	67733
2	Study the tree biomechanics behaviour with respect to the hollow ness (decay) of urban trees in wind affected area. R. Ezhumalai, 2019-23	26000	30000	80000	67000	0
	Total Expenditure	15000	22500	56256	66554	0
3	Thermo-Hygro-Mechanical (THM) modification of plantation grown timber of Melia dubia for its value addition. Dr. Shailendra Kumar, 2019-23	95000	207000	0	200000	131000
	Total Expenditure	28583	43880	0	199990	0
4	Revision of Kanjilal's Forest Flora of the Chakrata, Dehradun and Sadaranpur Forest Division, Uttar Pradesh for conservation and sustainable utilization. Dr. Anup Chandra, 2019-24	47000	69000	70000		181000
	Total Expenditure	0	27450	33696	0	110884
5	Revision of osmaston's forest flora for Kuma on for conservation and sustainable utilization. Dr. Anup Chandra, 2019-24	47000	104000	105000	0	181000
	Total Expenditure	0	23164	26171	0	117565
6	Evaluation of carbon regulating services and soil health of restored limestone mine overburden areas. Dr. N. Bala, 2019-23	63000	152000	35000	600000	131000
	Total Expenditure	19875	18000	13600	546525	69333
7	Genetic evaluation and characterization of Toona Ciliate for productivity enhancement. Rama Kant, 2019-23	315000	304000	88000	0	131000
	Total Expenditure	100133	164816	69574	0	125462
8	Characterization of grassland types of Uttarakhand and Eco-Distribution studies. Dr. Ranjana Negi	50000	60000	100000	0	96000
	Total Expenditure	0	0	0	0	0
9	Isolation and characterization of Rhizobium strains from leguminous trees and their evaluation in biological nitrogen fixation. Dr. Vipin Prakash	50000	120000	30000	0	96000
	Total Expenditure	0	5000	0	0	0

No.	Project Title/PI/Duration (Start and end year)	Consumables (M & S)	Research Expenditure (FRE)	Travel Conveyance (T.E)	Capital (Scientific Equipment)	Fellowship
10	Effect of elevated CO2 with varying nutrient regime on carbon sequestration and resource use efficiency of <i>Lagerstroemia speciosa</i> L. Dr. Hukum singh	150000	250000	50000	300000	96000
	Total Expenditure	0	0	15000	0	0