

Name of Division: Composite Wood Discipline, Forest Products Division.

Maintenance of all records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act.		
List of files with subject:		Annexure -1
2.	Function and duties of each employees working in your division	
i.	D.P. Khali, Scientist-F	Planning, formulation and execution of research projects, supervision of work, conduction of training, field visits, supervision of Ph.D. Scholars and M.Sc. students, deliberation of lectures in different training programmes and FRIDU. Attending technical enquiries received from different Government/Non government organizations.
ii.	Mrs, Ismita Nautiyal, Scientist-D	Formulation of research project, planning and execution of research project, writing technical reports and research paper, teaching to post-graduate students of F.R.I Deemed University, conduction of trainings, deliberation of lectures in different training programme, attending technical enquiries received from different Government/Non government organizations.
iii.	Sanjay Kumar. S.T.O.	Testing of plywood and boards samples, conducting TGA,. Analysis of UF/PF adhesives etc.. Deliver lectures in M.Sc. WST course of FRIDU on Composite Wood. All correspondence related C.W. Stores and Timber Museum. Supervision of C.W. Plants, Labs and Timber Museum. Perform the day-to-day work assigned by scientists. Dissertation work of students of M.Sc. WST, FRIDU and other universities.
iv.	N. S. Mehta, Technical Officer	Testing of plywood and boards samples, conducting TGA, Ultra Sonic and UTM Tensile machines. General maintenance of Composite Wood lab. Perform the day-to-day work assigned by scientists. Dissertation work of students of M.Sc. WST, FRIDU and other universities.. Any other work and assign by higher authority.
v.	D.S. Bisht, Technical Officer	Testing of plywood and boards samples and preparation of PF adhesives. Preparation of testing reports and related correspondence. Supervision of C.W. Lab. Perform the day-to-day work assigned by Scientists. Dissertation and practical work of students of M.Sc. WST, FRIDU and other universities.. Any other work and assign by higher authority.
vi.	Vishvnath, Senior Technical Assistant	Maintenance of Composite Wood Store. Any other work assigned by higher authority.

	Pratap Singh, Technical Assistant	To operate the press, preparation of plywood samples and other related work of Composite Wood Discipline. To assist in dissertation work of students of M.Sc. WST, FRIDU and other universities. Any other work assigned by higher authority.		
viii.	Gorav Moitra, Technician/Carpenter	Carpentry work of C.W. Discipline		
ix.	Rakesh Kumar, MTS	To opening/closing Office/Lab/Plant Composite Wood Discipline, Any other work assigned by higher authority		
3	Financial/Administrative power of an employee in your division			
4	Procedure to be followed, decision making including supervision and accountability	D.P. Khali, Scientist-F		
5	Statement of categories of documents that are held by it or under its control	Administration and Research related		
6	Consultancy work carried out in your division.	Specialized consultancy on plywoods, blockboards, particle board, MDF board, Hardboard, UF and PF adhesives.		
7	Directory of employees with name, designation and telephone number	Office	Resi.	Mobile No.
i.	D.P. Khali, Scientist-F	4451	4574	9359995405
ii.	Mrs. Ismita Nautiyal, Scientist-D	4396	4581	9412917065
iii.	Sanjay Kumar, S.T.O. (Chemical Lab)	4425		
iv.	N.S. Mehta T.O. (Chemical Lab.)	4425		
v.	D.S. Bisht, T.O. (Chemical Lab)	4424		
vi.	Vishavnath, Senior Technical Assistant (Plant)	4428		
8	Budget allocated during the current year for different projects and expenditure incurred.	Project "Studies on the Radio Frequency Curing of Adhesive in Manufacturing of Plywood".		Budget allotment 2019-20 5.25 Lakhs Expenditure Rs.2.54 Lakhs
		Project "Study on the effect of fire retardant chemicals on internal bond strength of particle board".		Budget allotment 2019-20 3.37 Lakhs Expenditure Rs.1.13 Lakhs
	Budget allocated during the current year for different projects and expenditure incurred.	Project "Studies on role of nano-fillers in wood composites and figure jointed wood"		Budget allotment 2019-20 2.68 Lakhs Expenditure Rs.1.64 Lakhs
9	Particulars of facilities to citizens and for public use.			