

Division: Timber Mechanics & Engineering, 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:

Head	Subject
1.	Project
2.	Testing
3.	Deemed University
4.	ICFRE
5.	Journal Publication & Training Course
6.	Engineering Cells & Repairing
7.	Purchase, Audit & Rate Contract
8.	Stores
9.	T.M. Related information & Hindi Reports
10.	Division of FRI
11.	Tours
12.	Accounts
13.	Personnel Files of T.M. Officers/ Staff
14.	Notification & Circulars
15.	ISO
16.	Labour Files

2. Function and duties of each employees working in your division

i.	Sh. Rajesh Bhandari, Scientist-F	To make all the Engineering work like Civil work, Electrical Works, Wood Works, Mechanical Works, Vehicle Works, Printing & Publishing Works etc. of the Institute as Head, Engineering & Service Division, To Conceive, Prepare & submit new Research Project, To deliver lecture on Timber Mechanics, Timber Engineering, Nano-Technology, Motor Mechanics and lectures/Practicals/ demonstration on Timber Engineering, To M.Sc. WST Students/trainees/visitors, Supervise M.Sc. dissertation, setting question papers, evaluation of answer sheets, as course coordinator are Ph.D. (Computer application) and as a member Board Management FRI Deemed to be University, To up keep and maintain the Timber Engineering Museum and Timber Engineering Laboratory, To offer printing & Publishing support system to all divisions of FRI/ICFRE and sister organization as an officer-in-charge Printing & Publication Branch, To carry out the duties of assistant Purchase Officer, To carry out various tasks like requirement, seminar/ workshop(CFC) etc. and administration as and when required.
ii.	Sh. R. Ezhumalai, Scientist-D	Formulate and execute the research project, training and test. Supervision of Ph.D. Scholar and M.Sc. students of FRI Deemed to be University, deliberation of lectures in different training programme.
iii.	Sh. S.D. Sharma, C.T.O.	Execution of ongoing project, Correspondence and supervision of testing of wood and wood products received from outside different firms/organization. Preparation of test reports, Supervision of testing of wood

		materials of projects, dissertation and thesis work received within division, Deliver lectures (theory/Practical) classes and dissertations work of M.Sc. Students of FRI deemed to be University, Assist in consultancy project as a team member at Division level, Conduct short term training course and also delivered lecture on training courses organized at Division level.
iv.	Sh. Panwan Singh Panwar, A.C.T.O.	Assist in testing of research project of TM&E Discipline, Testing of Wood material, received from outside firm, organization and Govt. Department and also from within the Division, Assist in testing during practical classes and dissertation work of M.Sc. students of FRI Deemed to be University, Dehradun, Supervision of Store work, Other miscellaneous duties assigned by Senior Officer time to time.
v.	Sh. Laxmi Kant Kukreti, T.O.	Assist in testing of research project of TM&E Discipline, Testing of Wood material, received from outside firm, organization and Govt. Department and also from within the Division, Assist in testing during practical classes and dissertation work of M.Sc. students of FRI Deemed to be University, Dehradun, Other miscellaneous duties assigned by Senior Officer time to time.
vi.	Sh. Bhim Prakash, T.O.	Assist in testing of research project of TM&E Discipline, Testing of Wood material, received from outside firm, organization and Govt. Department and also from within the Division, Assist in testing during practical classes and dissertation work of M.Sc. students of FRI Deemed to be University, Dehradun, Supervision of Store work, Other miscellaneous duties assigned by Senior Officer time to time.
vii.	Sh. Shikhar Shukla, T.O.	Assist in testing of research project of TM&E Discipline, Testing of Wood material, received from outside firm, organization and Govt. Department and also from within the Division, Assist in testing during practical classes and dissertation work of M.Sc. students of FRI Deemed to be University, Dehradun, Other miscellaneous duties assigned by Senior Officer time to time.
viii.	Sh. Dalip Ram, T.O.	Making estimate of civil repairing work, measuring of civil repairing work and entry their measurement, measurement book including making final bill of civil repairing work and tender processing work up to 16 th Sept., 2019. After 16.09.2019 I am working to assist the timber testing work and practical classes for M.Sc. students etc.
ix.	Sh. Suresh Kumar, Technical Assistant	To assist store, practical classes of M.Sc. students of FRI Deemed to be University at Timber Engineering Discipline, Testing of Wood material, received from outside firm, organization and Govt. Department and also from within the Division. Assist in testing during practical classes and dissertation work of M.Sc. students of FRI

		Deemed to be University, Dehradun, Supervision of Store work, and Other miscellaneous duties.		
x.	Sh. Durga Prasad, M.T.S.	Maintenance the machine in T.M.E. Discipline as machine operator.		
xi.	Sh. Chander Mohan Vedwal, MTS	To helping in the testing of wood, Maintenance of laboratory, field work.		
xii.	Sh. Surender Kumar Nautiyal, M.T.S.	To helping in the testing of wood, Maintenance of laboratory, field work.		
xiii.	Smt. Meena Sharma, M.T.S.	Office work, typing work and diary/dispatch		
xiv.	Smt. Suman Yadav, M.T.S.	Office work, typing work and diary/dispatch		
3	Financial/Administrative power of an employee in your division			
4	Procedure to be followed, decision making including supervision and accountability	Sh. Rajesh Bhandari, 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 Cooling tower and bamboo treated.		
7	Directory of employees with name, designation and telephone number	Office	Resi.	Mobile No.
i.	Sh. Rajesh Bhandari, Scientist-F	4395		9837427994
ii.	Sh. R. Ezhumalai, Scientist-D	4441	4652	9449081910
iii.	Sh. S.D. Sharma, C.T.O.	4345	-	9634701358
iv.	Sh. Shikhar Shukla, T.O.	4422	-	8433151125
v.	Sh. Dalip Ram, S.T.O.	4438	-	---
8.	Budget allocated during the current year for different projects and expenditure incurred.	Study the Tree Biomechanics behavior with respect to the Hollowness (Decay) of Urban Trees in Wind Affected Area (New Project) Budget allotted 19-20= Rs. 9.36 lakhs Expenditure= Rs. 1.62 lakhs		
9	Particulars of facilities to citizens and for public use.	Training and testing Demonstration of testing technology		