

**Name of Division: Wood Preservation Discipline, Forest Products Division**

1.	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:	<b>Annexure -1 (enclosed)</b>
2.	Function and duties of each employees working in your division	
i.	Dr. Sadhna Tripathi, Scientist-G	Planning and execution research project, supervision of work, conduction of training, formulation and execution of consultancy projects and field visits, supervision of Ph.D. Scholar and M.Sc. students, deliberation of lectures in different training programme.
ii.	Sh. Ajmal Samani, Scientist-F	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.	Sh. A.K. Gazwal, A.C.T.O.	Testing of Wooden/Preservative samples from externally. Wood Preservative, analysis, quantification and identification for samples for externally agencies and all research projects. Deliver lectures in M.Sc. WST course of FRIDU on wood preservatives all correspondence related W.P. Store. Supervision of W.P. Plants and Labs. Perform the day-to-day work assigned by scientists. Dissertation work of students of M.Sc. WST, FRIDU and other universities.
iv.	Dr. Akhato Sumi, Technical Officer	Plant In charge, Dissertation work of students of M.Sc. WST, FRIDU and other universities. Any other work and assign by higher authority.
v.	Sh. Ram Pal, Technical Officer	Carpentry work of W.P. Discipline and Timber Mechanics Discipline
vi.	Sh. Sunil Chand, Senior Technician	Treatment of wood, construction work of demonstration huts, maintenance of huts, Analysis of preservative.
vii.	Sh. Jagnarayan, Senior Technician	Assistance in inspection of samples, office work, maintenance of laboratory, field observation contribute in specialize trainings bamboo methods demonstration and attend visitors for demonstration of technology.
viii.	Sh. Sanjeev Kumar, Technician	Plant Operator, Treatment of wood samples and plants operators. Periodical inspection of treated wood samples time to time.
ix.	Smt. Pramila Devi, MTS	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	Dr. Sadhna Tripathi, Scientist-G

	accountability			
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 treatment.		
7	Directory of employees with name, designation and telephone number	<b>Office</b>	<b>Resi.</b>	<b>Mobile No.</b>
i.	Dr. Sadhna Tripathi, Scientist-G	4445/4845	4505	9410357541
ii.	Sh. Ajmal Samani Scientist-F	4613	4691	-----
iii.	Sh. A.K. Gazwal, S.T.O. (Chemical lab)	4429/ 4450	-	9410770488
iv.	Dr. Akhato Sumi T.O. (Plant)	4430	-	9410572870
v.	Sh. Sunil Chand Senior Technician (Biochemical lab)	4424	-	9897366763
8	Budget allocated during the current year for different projects and expenditure incurred.	Modification of difficult to treat timbers by Microwave technique for improving impregnation of preservatives. FRI-637/FPD(WP)-102		Budget allotment 2019-20= ₹1.94 lakhs
		Performance evaluation of imported timbers after treatment with conventional (CCA, CCB and environmental-safe (ZiBOC) preservative in prototype cooling tower. FRI-639/FPD(WP)-104		Budget allotment 2019-20= ₹2.67 lakhs
9	Particulars of facilities to citizens and for public use.	Wood and bamboo treatment facility, demonstration structure of Eco-friendly houses etc.		

**Annexure-1**

**Wood Preservation Discipline**

<b>Sl. No.</b>	<b>Name of file Index Head</b>
1	Establishment related files
2	Audit Objection/Tour/Budget/Forest Advance
3	Research Report/ Projects/ Patent
4	Misc. Circular/Award/ISO
5	Bldg. Section/Repairs works/KV FRI
6	Publication
7	Exhibition/Deemed University/Training
8	Technical Enquiry/Testing/Consultancy
9	Stores/Computer/Stationery/Uniform/NPP
10	Store Files (Chemicals)
11	Store Files (Equipment)
12	Personnel Files