

**Name of Division: Wood Seasoning 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>Head</b>	<b>Subject</b>
		No.1	Personal file
		No.2	Purchase file
		No.3	Research Projects
		No.4	Stores
		No.5	Establishment
		No.6	Testing Reports
		No.7	Kiln queries
		No.8	Reports & Plans
		No.9	ISO 9001:2000
		No.10	Solar Kiln files
		No.11	Ammonia bending technology
		No.12	Short Term Training Course
		No.13	Office Orders
		No.14	Circulars
		No.15	Miscellaneous
		No. 16	RAG
		No. 17	FRI University
2.	Function and duties of each employees working in your division		
i.	Dr. N.K. Upreti, Scientist-G	Planning and execution research project supervision of work. Administrative of F.P. Division & W.S. Discipline	
ii.	Dr. Shailendra Kumar, Scientist-C	Planning and execution research project, supervision of work	
iii.	Shri Nitesh Nautiyal, T.O.	Maintain the store	
iv.	Sh. Rajendra Kumar, T.O.	Testing of Moisture Content samples and Seasoning samples.	
v.	Shri Ram Kishore Technical Officer	Carpentry work	
vi.	Sh. Amod Kumar, Store Keeper	Maintain the store	
vii.	Smt. Neena Giroti, UDC	Office work, typing work and diary/dispatch, Testing Report, Hindi Reports, Maintain the files.	
viii.			
ix.			
x.			
3	Financial/Administrative power of an employee in your division		
4	Procedure to be followed, decision making including supervision and accountability	Dr. N.K. Upreti, Scientist-G	
5	Statement of categories of documents that		

	are held by it or under its control			
6	Consultancy work carried out in your division.	Installation of Solar Kiln .		
7	Directory of employees with name, designation and telephone number	Office	Resi.	Mobile No.
i.	Dr. N.K. Upreti, Scientist-G	4432		9456597401
ii.	Dr. Shailendra Kumar, Scientist-C	4423		9837086111
iii.	Sh. Nitesh Nautiyal, T.O.	4435		
i.	Shri Rajendra Kumar	4434		
ii.	Shri Ram Kishore	4431		
iii.	Smt. Neena Giroti	4397		9458914534
8	Budget allocated during the current year for different projects and expenditure incurred.	Exploratory studies of friction induced welding on Indian wood species for making joints. Dr. Shailendra Kumar 4 yr, 2017-2021		Budget allotment 2019-20= ` 1.33 Expenditure=
		Development of solar heated vacuum fryer with a thermal energy storage system. Dr. Shailendra Kumar, 3 years 2017-2020		Budget allotment 2019-20= 3.67 lakhs Expenditure=
		Thermo-Hygro-mechanical (THM) modification of plantation grown timber of Melia dubia for its value addition. Dr. Shailendra Kumar, 4 yrs. 2019-2023		Budget allotment 2019-20= 8.33 lakhs Expenditure=
		"Seasoning on important species of Bamboo for handicrafts using Dehumidifier kiln Vacuum kiln" 3 yrs		Budget allotment 2019-20= 7.10 lakhs Expenditure
9	Particulars of facilities to citizens and for public use.			

  
**Scientist C**  
**Wood Seasoning Discipline**  
**Forest Research**