

of Division- WOOD WORKING & FINISHING Discipline

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:	About 100 under Eight heads  Attached in <del>copy</del>
2.	Function and duties of each employees working in your division	Dr. Kishan Kumar V.S. (Scientist):- Research, Teaching, Doctoral and PG Dissertation supervision, Purchase Officer etc.  Dr. Sachin Gupta (CTO):- Research Teaching, Supervision of PG Dissertations and Pratical classes.  Sh. Ravinder (TO) :-Assistance in Research, Practical classes office work, store keeper and PG Dissertations  Sh. Ram Niwaz(T.A) :- polisher and assistance in research, practical classes and PG Dissertation.  Sh. Ram Singh (T.A.): - Carpenter and assistance in research, practical classes and PG Dissertation.
3	Financial/Administrative power of an employee in your division	Scientist: Rs. 1,000/- and leaves
4	Procedure to be followed, decision making including supervision and accountability	At Division level
5	Statement of categories of documents that are held by it or under its control	Research; leaves
6	Consultancy work carried out in your division.	Nil
7	Directory of employees with name, designation and telephone number	-
8	Budget allocated during the current year for different projects and expenditure incurred.	Nil
9	Particulars of facilities to citizens and for public use.	N.A.

## WOOD WORKING AND FINISHING DISCIPLINE

### PERSONAL FILES

/Establishment Matters)

### ACCOUNT MATTERS

Seminars, symposium, meeting/workshop/ enlistment of firms for translation/ inter-promotion/ conference.

Correspondence Reg: Deemed University and other Universities/ meeting/ exam, viva.

Lectures delivered by Scientists/ outsiders in FRI/ Pre-thesis submission of JRF/ SRF/ RA's.

Publicity propaganda by PLO/ICFRE/ TV/ DAVPP/ Doordarshan (Film Propaganda) Achievement of ICFRE.

Correspondence Reg: World Bank/ Free Project/UNDP.

Correspondence Reg: ICFRE

Correspondence Reg: CRCS (Research Section of FRI & Group Coordinator (R), ICFRE.

Correspondence Reg: Training of outsiders, Short term training courses.

Bamboo Research

Regarding orders for WWF staff

Natural Furniture Works (10<sup>th</sup> to 22<sup>nd</sup> Dec. 2002)

Vision document of FRI.

ENQUIRES/ CONSULTANCY/ FEE ETC.

MISCELLANEOUS MATTERS

PUBLICATION & REPORTS (LIBRARY) BOOKS, PROJECTS