

Name of Division: Building & Miscellaneous Section, FRI.

1. Maintenance of all records duly catalogued and indexed in manner and the form which facilitates the right to information under this Act.	
<u>List of files with subject:</u>	1.Smt. Poonam Pant, Section Officer-As per ANNEXURE-I 2.Sh. Manhender Sharma, Assistant-As per ANNEXURE-II 3.Sh. Raj Kumar, Assistant-As per ANNEXURE-III 4.Smt. Kashmiri Devi, Assistant-As per ANNEXURE-IV 5.Sh. Satish, Sr. T.A.(Maintenance)-As per ANNEXURE-V 6.Sh. Amit Singh, LDC-As per ANNEXURE-VI
2. Function and duties of each employees working in your division.	1.Smt. Poonam Pant, Section Officer-As per ANNEXURE-I 2.Sh. Manhender Sharma, Assistant-As per ANNEXURE-II 3.Sh. Raj Kumar, Assistant-As per ANNEXURE-III 4.Smt. Kashmiri Devi, Assistant-As per ANNEXURE-IV 5.Sh. Satish, Sr. T.A.(Maintenance)-As per ANNEXURE-V 6.Sh. Amit Singh, LDC-As per ANNEXURE-VI 7.Sh. Jagdish, MTS-As per ANNEXURE-VII 8.Sh. Mohd. Haroon, MTS-As per ANNEXURE-VIII
3. Financial/Administrative power of an employee in your division.	No financial power
4. Procedure to be followed, decision making including supervision and accountability.	1.Procedure of the Govt. of India as well as ICFRE are strictly followed while putting up the cases. 2.Decision are taken by the higher authorities. 3.Each employee has accountability to deal cases on time and as per rules.
5. Statement of categories of documents that are held by it or under its control.	As mentioned in Colmn. No. 1 above.
6. Consultancy work carried out in your division.	No consultancy work is being dealt in the Bldg. & Misc. Section.
7. Directory of employees with name, designation and telephone number.	Telephone Directory of the Institute is being uploaded separately.
8. Budget allocated during the current year for different projects and expenditure incurred.	No Budget is allocated to Bldg. & Misc. Section, FRI.
9. Particulars of facilities to citizens and for public use.	N.A.


**Registrar
& Estate Officer,**
FRI

Poonam Pant, Section Officer, Building & Miscellaneous Section, FRI

Annexure-I

List of Files

Sl.No.	File Name	Subject
1	1-01/2019-Misc. (Contract)	Corr. regarding contractual workers
2	1-03/2009 (Sports)/Misc.	Regarding Sports.
3	1-04/2009(A)-Misc.(Pt.File)	Reg. ICFRE Pension Fund Trust(P.F.T.) and GPF Trust
4	1-04/2016-Misc.	Corr. regarding Swatch Bharat Mission
5	1-04/2018-Misc (Pt.File)	Miscellaneous correspondence.
6	1-04/2018-Misc. (Pt. File III)	Miscellaneous Work – corr. reg ICFRE Outstanding Awards
7	1-04/2019-Misc.	Corr. regarding Awards
8	1-08/2006-Misc. (Qtr.Report Vig.)/CTE	Quarterly Progress Report.
9	1-10/2009 (Audit)/Misc.	Correspondance Regarding Audit Memos.
10	1-15/Govt. Order/2008 Misc.	Corr. reg. Handmade papers.
11	1-22/2012-Misc.	सशस्त्र सेवा इण्डा एंव साम्प्रदायिक इण्डे के सम्बन्ध मे।
12	1-23/2013-Misc.	Regarding Weeding Out Of Old Files.
13	1-24/2015-Misc.	Reg. Circular of Visit Programme of VIPs in FRI
14	1-25/2015-Misc	Reg. Requisition of regular staff
15	1-28/2019-Misc	Reg. Primary School
16	4-1/2010-Misc.	Reg. Govt. Holiday / List etc. Office open/closed on Holidays.
17	5-29/2005 - Misc.	Reg. Patient Care Allowance.
18	6-18/2017-Misc.	Reg. New Forest Hospital F.R.I.
19	6-24/2006-Misc.	Reg. Medical facility. (Allahabad etc.)
20	6-36/2000-Misc.	Corr. reg. revision of rates of entry tickets, museums etc.
21	6-38/2019—Misc.	Reg. Granting instant compensation to families of the victims dying at public place.
22	7-32/2004(Sexual Harassment)/Misc.	Corr. reg. Committee of Constitution in the Job “Sexual Harassment” women at work place.
23	7-33/2010-Misc.	Corr. reg. Welfare association of SC/ ST/and OBC employees of ICFRE.
24	8-26/79-Misc.	Corr. reg. Observance of silence on 30 th January
25	9-13/92-Misc.	Corr. reg. appointment of welfare officer

Sl.No.	File Name	Subject
26	9-36/2018-Misc. (CGEWCC)	Reg. CGEWCC Dehradun /Annual Medical Examination of IFS Officers
27	9-37/2017-Misc. (AME)	Reg. Annual Medical Examination of Drivers
28	10-16/2002 -Misc.	Corr.reg. Flag Hosting in Main Building.
29	10-30/2002-Misc.	Corr.reg. Special Casual leave.
30	10-33/88 (Asso. MSA)-Misc.	Corr. reg. M S A.
31	10-34/73-Misc.	Corr. With various Association of MSA/TSA and Group-D.
32	10-35/88-Misc. (Asso. A/B)	Corr. regarding Group A and B Association of FRI/ICFRE.
33	10-36/88-Misc. (TSA)	Corr. reg. Technical Staff association, FRI.
34	13-3/2019-Misc	Reg. Election.
35	20-9/2009-Misc (No.60011/Misc/Yoga-Ests-II)	Reg. Yoga Shivr.
36	20-11/2011-Misc	Reg. preparation of I-cards

Functions of duties

Dealing all the work mentioned above with typing alongwith supervision of Building and Miscellaneous Section.

Mahendra Sharma, Assistant, Building and Miscellaneous Section, FRI

File No.	subject
1-52/2009-Bldg.(UBI)	Correspondence regarding electricity Bill of UBI
1-52/2009-Bldg.(DFE)	Correspondence regarding electricity Bill of DFE
1-52/2009-Bldg.(CASFS)	Correspondence regarding electricity Bill of CASFS
1-52/2004-Bldg.	Correspondence regarding assets of FRI
1-52/2003-Bldg.(CPWD)	Correspondence regarding electricity Bill of CPWS
1-52/2009-Bldg.(CCU)	Correspondence regarding electricity Bill of CCU
1-52/2009-Bldg.(UBI)	Correspondence regarding electricity Bill of UBI
1-52/2009-Bldg.(UBI)	Correspondence regarding electricity Bill of UBI
1-52/2009-Bldg.(DFE)	Correspondence regarding electricity Bill of DFE
1-52/2009-Bldg.(CASFS)	Correspondence regarding electricity Bill of CASFS
3-2/84/Bldg	Reg. proposal for opening in Extension Counter of UBI at FRI/license Fee.
6-6/2007-Bldg	Correspondence regarding complaints of Electricity Electricity bills of Kanwali Garden and Lace Road
6-6/2007-Bldg(Repair)	Correspondence regarding repair/replacement of Civil Electrical works
6-6/2008-Bldg.(elect)	Correspondence regarding electricity Bill of Kanwali Garden and lace Road Qtrs.
6-6/2008-Bldg	Correspondence regarding electricity Bill of Rrted/Trans/Expired official residing at FRI campus.
6-6/2009-Bldg.	Correspondence regarding electricity Bill /license fee of Ration shop
6-6/2011-Bldg.(EM)	Reg. Electric meter, Etc. in respect kanwali Garden & Lace Road
6-6/2007-Bldg	Correspondence regarding complaints of Electricity Electricity bills of Kanwali Garden and Lace Road
6-6/2007-Bldg(Repair)	Correspondence regarding repair/replacement of Civil Electrical works
6-6/2008-Bldg.(elect)	Correspondence regarding electricity Bill of Kanwali Garden and lace Road Qtrs.
6-6/2008-Bldg	Correspondence regarding electricity Bill of Rrted/Trans/Expired official residing at FRI campus.
6-6/2009-Bldg.	Correspondence regarding electricity Bill /license fee of Ration shop
6-6/2011-Bldg.(EM)	Reg. Electric meter, Etc. in respect kanwali Garden & Lace Road
6-28/82-Bldg	Corresponding repair of road cutting for laying U.G. cable of Telephone/Speed Breakers of FRI campus
7-26/96-Bldg.	Security deposit in respect of Type V Bungalows (73 to 79 and 81 to 88)
7-26/2012-Bldg.	Refund of Electricity Bill of Gov. Qtrs.
7-26/2012-Bldg.	Refund of Electricity Bill of Gov. Qtrs.
7-42/2018-Bldg.	Electricity Bill of Rangers Collage
9-94/2006-Bldg.	Correspondence regarding electricity Bill of canteen
10-3/2007/Bldg	Verification of character and antecedents in respect of outside persons residing n the outhouses f Bunglows/Quarters.
10-3/2018-Bldg.	Reg. Security FRI Campus
13-1/88-Bldg.	Correspondence reg. staff Club FRI
14-2/2002-Bldg.	Correspondence regarding conservancy payment
14-2/2006-Bldg	Correspondence regarding conservancy work in kanwali Garden /FRI
14-2/2010-Bldg.	Reg. Collection of Garbage from Parmukh
14-30/2001-Bldg	Corr. reg. Rangers Collage, City Section.

15-5/99/-Bldg	Reg. House Tax of Kanwali Garden Qtrs., Subhash Road.
15-5/2007/-Bldg	Reg. Building Tax/Water Tax and Sewage Tax of Rangers College, City Section.
19-19/2002-Bldg	Reg. Permission to use Community Hall of FRI and other Correspondence.
15-5/99/-Bldg	Reg. House Tax of Kanwali Garden Qtrs., Subhash Road.
20-53/2008-Bldg.	Corrs. to up loading the circulars etc.FRI/ICFRE
20-53/2013-Bldg.	Payment of Photo Copy Bill

Function of duties

Dealing of all the works along with typing works with the above mentioned files and other miscellaneous works assigned by higher authorities.

Raj Kumar, Assistant, Bldg. & Misc. Section, FRI.

List of files with subject

1. File No. 4-39/2019-Bldg. – regarding holding of House Allotment Committee for allotment of Qtrs.
2. File No. 4-39/17-Bldg.- regarding issue “No Accommodation Certificates”
3. File No.19-31/2013-Bldg. – Submission of replies of Audit Paras.
4. File No. 1-56/2005-Bldg.- regarding Enquiries of FRI assets by the MoEF&CC
5. File No. 9-44/2013-Bldg.-Correspondance regarding canteens of FRI
6. File No. 4-37/2019-Bldg.-Preparation of Waiting List of Officers/Staff for allotment of Quarters.
7. File No. 4-24/2017-Bldg.-Preparation of Chang List of Quarters.
9. File No. 4-31/2006-Bldg.-Allotment of office accommodation at FRI.
10. File No. 10-4/2005-Bldg.- regarding correspondence of provision of RTI Act-2005.
11. File No. 4-10/2010-Bldg.-regarding allotment orders of Type I Quarters.
12. File No. 4-11/2015-Bldg.-regarding allotment orders of Type II Quarters.
13. File No. 4-12/2014-Bldg.-regarding allotment orders of Type III Quarters.
14. File No. 4-13/2005-Bldg.-regarding allotment orders of Type IV Quarters.
15. File No. 4-14/2001-Bldg.-regarding allotment orders of Type V Quarters.
16. File No. 4-15/2001/Bldg.-regarding allotment of Type VI Bungalow.
17. File No. 1/20-2012-Bldg., regarding correspondence of Kendriya Vidyalaya, F.R.I.
18. File No. 5-9/2008-Bldg. – correspondence regarding Rent Free Accommodation.
19. File No. 3-2/2017-Bldg.- correspondence regarding Perna Souvenir Shop.
20. File No. 4-2/2009-Bldg.- correspondence regarding Assessment of House License Fee.
21. File No. 3-2/2017-Bldg.- correspondence of opening of TRIFED shop.
22. File No. 2-1/19-Bldg.-correspondence regarding sale of CPPRI CTMT Plant located at F.R.I.
23. File No. DIS/Rdgr./Misc./2016 – regarding correspondence with IIM, Kashipur.

Functions of duties

Dealing with all the works in the above mentioned files alongwith typing works and other miscellaneous works assigned by higher authorities.

Kashmiri Devi, Assistant, Building and Miscellanies Section, FRI

4-25/2005-Bldg.	Retention of Qrt. No.I/117 in r/o Smt. Chameli Rani Thapa, W/o Late Sh. Kishan Prasad Thapa, FRI
4-25/2015-Bldg.	Retention of Qrt. No.II/103 (KG) in r/o Sh. A.K. Asthana, MTS, ICFRE.
4-25/2019-Bldg.	Retention of Qrt. No.II/C-91 in r/o Sh. Mahima Nand, Forester, FRI.
4-25/2019-Bldg.	Retention of Qrt. No.II/C-86 in r/o Sh. Ranjeet Singh Negi, Sr.T.O., FRI.
4-25/2019-Bldg.	Retention of Qrt. No.III/B-41 in r/o Sh. R.P. Bhatt, Assistant, FRI.
4-25/2019-Bldg.	Retention of Qrt. No.III/98 (K) in r/o Sh. J.S. Saxena, Under Secretary, FRI.
4-25/2019-Bldg.	Retention of Qrt. No.A-4 in r/o Sh. A.K. Sharma, Scientist-D, FRI.
4-25/2019-Bldg.	Retention of Qrt. No.IV/A-1 in r/o Sh. Arunesh Kumar Sinha, Librarian, FRI.
4-25/2019-Bldg.	Retention of Qrt. No.II/C-91 in r/o Sh. Mahima Nand, Forester, FRI.
4-25/2019-Bldg.	Retention of Qrt. No.II/C-77 in r/o Sh. Gulab Singh, T.O., FRI.
4-25/2019-Bldg.	Retention of Qrt. No.II/158 (KG) in r/o Sh. Lok Nath Subedi, MTS, FRI.
4-25/2019-Bldg.	Retention of Qrt. No.III/115(KV) in r/o Smt. Indrakala, Teacher, KV, FRI.
4-25/2019-Bldg.	Retention of Qrt. No.II/C-91 in r/o Sh. Mahima Nand, Forester, FRI.
4-25/2019-Bldg.	Retention of Qrt. No.V/ in r/o Smt. Praveen, Scientist, FRI.
4-25/2019-Bldg.	Retention of Qrt. No.II/C-109 in r/o Smt. Rewati Shah W/o Lt. Sh. Rajendra Shah
4-25/2019-Bldg.	Retention of Qrt. No.III/B-18 in r/o Sh. Satya Prakash Barmola, CASFos.
4-25/2019-Bldg.	Retention of Qrt. No.II/136 Kanwali Garden in r/o Smt. Kamla Thapa, LDC, FRI
4-25/2019-Bldg.	Retention of Qrt. No.III/114 in r/o Sh. R.K. Bhandari, Section Officer, FRI
4-25/2019-Bldg.	Retention of Qrt. No.III/B-52 in r/o Sh. Rajendra Prasad, MTS, FRI
4-25/2019-Bldg.	Retention of Qrt. No.II/122 in r/o Sh. Bal Bahadur Rana, T.O., FRI
4-25/2019-Bldg.	Retention of Qrt. No.III/B-61 in r/o Smt. Neelam Devi, W/o Jai Kishor, Driver, CASFos.
4-35/2013-Bldg.	Booking of Convocation Hall and Bord Room of FRI
14-14/2001-Bldg.	Booking of staff club ground
14-30/2016-Bldg.	Booking of Rangers Collage Ground
14-31/2012-Bldg.	Canopy reg.
6-33/2019-Misc.	Reg. Morning /Evening walk in campus
6-34/2016-Misc.	Reg. Vendor Pass
11-01/2010-Misc	Corr. of project and contractual staff I cards/ M.T cards
6-35/88-Misc.	Reg. to prepare Medical Card of the employee appointed in monitoring committee, ICFRE

Function of duties

Dealing of all the works along with typing works with the above mentioned files, preparation of medical books of permanent / retired employs and their dependents and other miscellaneous works assigned by higher authorities.

Annexure - V

Satish, Care Taker, Building and Miscellanies Section, FRI

14-22/2006-bldg.	Demo Company
16/21-III/2007-bldg.	Occupation /vacation reports of type-III qtr. FRI
16/15-B/2007-bldg.	Occupation /vacation reports of type-B qtr. FRI
16/6-D-I/2007-bldg.	Occupation / vacation of bung. No 45-50 and 51 to 60 takle Road FRI
19-19/2002-bldg. (Part-II)	Regarding permission to use community holl of FRI and other correspondence
I-/116-175/2007-bldg.	Occupation / vacation of qtr. No. 116 to 177 lace Road FRI
16/76-115/I-bldg. 2007	Occupation / vacation of qtr. No. 76 – 115 lace Road FRI
16/41-72/I-2007 bldg.	Occupation / vacation report of qtr. No. 41 – 71 New
16/23-I/2007-bldg.	Occupation / vacation report of qtr. No. 49 to 87 qtrs. Is FRI. (old)
16-24-I/2007-bldg.	Occupation / vacation report of qtr. No. 1 – 40 (new) at FRI
16/25/99-bldg.	Occupation / vacation report of qtr. No. I/1 to 8 at convent road city Section
16/19-H/2007-bldg.	Occupation / vacation report of H-Type
16/20-II/2007-bldg.	Occupation / vacation type II qtr. No. 1 – 37 FRI
16/38-90 k.v./bldg. I.II.III.	Occupation / vacation report of K.V qtrs.
16/22-Mkt/2007 bldg.	Occupation / vacation report of qtr. No. II 1 -13 Mkt. qtrs. at FRI
II/80/kwanwali/bldg.(80 - 175)	Occupation / vacation report of T.II (Kanwali) bldg. Sec.
16/21-G/2007-bldg.	Occupation / vacation report of G Type qtr.
16/20-II/2007-bldg. (new)	Occupation / vacation report of Type II (T.S) qtr. No. 38-79 at FRI
16/18-C/2007-Bldg.	Occupation/vacation report of C Type Qtrs, at FRI
III/98-106 (Kanwali) Bldg.	Occupation/Vacation report of T-III Qtrs.at Kanwali.
16/22-III/2007-Bldg.	Occupation/Vacation report of T-III Qtrs. at FRI
16/16-F/2007-Bldg.	Occupation/Vacation report of F.Type at FRI
16/17-III/2007-Bldg.	Occupation/Vacation report of Type III Qtrs. at FRI
III-98-106(Kanwali) Bldg.	Occupation/Vacation report of Type III Qtrs. at Kanwali.
16/4-B/99-Bldg.	Occupation/Vacation of Type VI Bulg. No.B-1 to 12 and 17-18
16/2-83/Bldg	Occupation/Vacation of Type VIII Bung. No.9 H
16/13-IV/99-Bldg.	Occupation/Vacation of Type IV Qtrs. No.1-8 FRI
16/7-V/2007-Bldg	Occupation/Vacation Type V Bung. Canning Road.
16/14-SQ02004-Bldg	Occupation/Vacation of Sister Qtras. Type IV at FRI
16/12-A/2007-Bldg	Occupation/Vacation of A Type (IV)& Surgeon Qtrs.
16/7-V/2007-Bldg	Occupation/Vacation of Type V Bung.No.89 to 102 on Canning Road and Lace Road at FRI
16/7/2007-Bldg Sec.	Occupation/Vacation report of Bung. No V

Function of duties

Dealing of all the works above mentioned files and other miscellaneous works assigned by higher authorities

Amit Singh, LDC, Building and Miscellanies Section, FRI

Sl No.	List of File with subject
01	No. 14-29/2016 bldg.(Permission Film Shooting reg.)
02	No. 14-29/2016 bldg. (Permission pre wedding shoot reg.)
03	No. 11-02/2019 bldg. (JRF SRF No dues certificate reg.)
04	No. 4-28/2018 bldg.(Temporary house allotment reg.)
05	No. 6-18/2017-Mis (PHS Card reg.)
06	No. 6-18/2015-Mis (PHS Renewal)
07	No. 4-25/2016-Bldg. (No dues reg.)
08	No. 6-33/2019-Misc.(Visitors pass)
09	No. 20-7/2007-Bldg. (Hindi reports reg.)
10	No. 1-04/2017-Misc. (Retirement reg.)

Function of duties

Dealing with all the works with the above mentioned files along with typing and diary dispatch works and other miscellaneous works assigned by the higher authorities.

Sh. Jagdish, MTS, Building and Miscellanies Section, FRI

Sl No.	List of File with subject
	N.A

Function of duties

Distribution of official Dak etc. and other works assigned by the controlling officers.

Mohd. Haroon, MTS, Building and Miscellanies Section, FRI

Sl No.	List of File with subject
	N.A

Function of duties

Distribution of official Dak etc. and other works assigned by the controlling officers.