

Name of Division:- Chemistry & Bioprospecting Division, FRI

1. Maintenance of all record duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act.	
List of files with subject	Annexure-I
2. Function and duties of each employees working in your division.	Annexure-II
3. Financial / Administrative power of an employee in your division.	Head, Chemistry & Bioprospecting Division
4. Procedure to be followed, decision making including supervision and accountability.	Head, Chemistry & Bioprospecting Division
5. Statement of categories of documents that are held by it or control.	Annexure-I
6. Consultancy work carried out in your division.	Nil
7. Directory of employees with name, designation and telephone number.	Annexure-III
8. Budget allocated during the current year for different projects and expenditure incurred.	Information to be submitted by Account Section, FRI
9. Particulars of facilities to citizens and for public use.	Wet Laboratories & Analytical Equipment Facilities.

List of files with subject

1. Miscellaneous Correspondence

1. General Circular
2. Miscellaneous Correspondence
3. Visit of delegates/VIP
4. Change of address and official charge and change
5. Chemistry & Bioprospecting Division circular and order
6. National Holidays and celebration/status of Van Vigyan Kendras
7. Lok/Vidhan Sabha and other Election correspondence
8. Parliament question related correspondence from Rajya Sabha & Lok Sabha
9. Annual Immovable property return/Special Drive Record Management
10. Monthly Fellowship of JRF, Field Assistant & Project Assistant
11. ICFRE HQ Circular
12. Requisition of Vehicle
13. Publication
14. Intellectual Property Right of ICFRE

2. Reports

1. Quarterly Hindi Progress Report and other Hindi circular
2. Annual Report
3. Monthly and Six monthly progress report
4. Annual Action Plan
5. Research Advisory Group (RAG)
6. Annual/Quarterly Performance Review (QPR)
7. RTI information Act 2005
8. Annual reports of scientific equipment office equipment etc. & Assets of division & their maintenance cost
9. Monitoring of court cases in MoEF&CC reg.
10. Action Taken Report (ATR)
11. 7th Pay Commission
12. General Reports
13. All India Coordinated Research Projects (AICRP)
14. Reviewing of Project Completion Report (PCR)
15. New Project Proposal
16. Research Project Committee (RPC)
17. Technical Queries

Conference/Seminar/Workshop

1. Circular related to conference and correspondence for attending Conference/Seminar/Workshop.
2. Tour
3. Prospective research plan of Chemistry & Bioprospecting Division: (A vision document)
4. Correspondence of foreign visit
5. Commonwealth Forestry Conference (CFC)
6. List of presentation of Chemistry & Bioprospecting Division
7. Organization of National/International Seminar

4. Education

1. Deliver of talk
2. Evaluation of thesis, projects and reports/Screening application
3. Research Advisory Committee (RAC)
4. a. DUC Circulars
b. Viva Voce & Pre thesis Circular
5. Correspondence on PG Diploma Course on NWFP
6. Correspondence M.Sc Course on Wood Science & Technology/Forestry
7. Progress report of Ph.D students
8. Correspondence on PG Diploma course Aroma Technology
9. M.Sc. programme in Armoatechnology/Fragrance & Flavour Technology.
10. FRI (Deemed to be University) Convocation
11. World Environment Day/World Forestry Day
12. Internal Quality Assurance Cell (IQAC)

5. Training & Testing

1. Correspondence of various training
2. Identification and testing of samples
3. Testing rules and fees
4. Patent correspondence
5. Introducing Natural dye technology
6. One day training workshop organized by ICFRE
7. Representation in Ayurveda Sectional Committee, FAD 26 of BIS
8. Transfer Policy
9. Technology transferred/Commercialized/Developed
10. Forestry intervention of Ganga
11. Small booklet on various technologies by FRI
12. Training cum workshop on "Essential Oils, Perfumery & Aromatherapy"

Establishment

1. General Orders
2. Posting and Transfer Orders
3. Vacant post and filling up of posts
4. Seniority List
5. Leave Rules
6. Assessment of Scientist under FCS
7. Annual Confidential Report and other confidential matters
8. Awards
9. Staff Position
10. Document of ISO 9000-2001
11. Circular & Correspondence relate to ISO 9001-2000
12. Control of document of external origin
13. Planning of Quality Objectives
14. Competency Criteria
15. Assessment of training needs
16. Training Plan
17. Record of training imparted
18. Calibration Certificate
19. Roles & Responsibility
20. Correspondence of Worker
21. Draft report of APAR Committee
22. Document of ISO 9001:2008
23. Questionnaire for O&M inspection
24. Correspondence of Technical Staff

7. Accounts

1. Forest Advance
2. Budget Allocation
3. Audit
4. TRIFED
5. Receipt & Payment (R.P.) of externally aided projects
6. Information of RTGS/Online payment
7. Other than project

8. Building

1. General circular related to FRI Estate
2. Maintenance of Chemistry & Bioprospecting Division Building
3. Waiting list of Govt. accommodation
4. Telephone
5. Reservation of accommodation
6. Requisition for minor work (Civil/Electrical)

9. Store

1. Requisition for stationary items
2. Physical Verification and condemnation of store
3. Requisition for spirit
4. Purchase of LPG, Hydrogen, Nitrogen Gas etc.
5. Correspondence for Computer
6. Purchase of Computer items
7. AMC of Aqua guard
8. Purchase under DUC grant
9. Proposal for purchase of FTIR
10. Rate contract for the purchase of chemical and glassware
11. One Time Grant
12. UV- VIS Spectrophotometer
13. HPTLC equipment
14. G.L.C. Model -600 Sr. 600610511
15. GC- MS System
16. HPLC System
17. Diesel Gen Set
18. Lyophilizer
19. Pharma Refrigerator
20. Common Instrument centre (CIC)
21. Spinning Band Distillation Unit

10. Projects (Plan & External)

1. Utilization of forest Biomass through value added application as source of natural dyes.
2. Nutritional and quality evaluation of selected wild edible plants as a source of functional food.
3. Enzymatic intervention for quality improvement of essential oil from *Cyperus scariosus* and *Zanthoxylum armatum*.
4. Value addition and utilization of *Cassia tora* seeds.
5. Studies on phytochemical composition of *Osyris quadripartita* Salzm. Ex. Decne.
6. Bioprospecting of *Pinus roxburghii* needles wax and other extractives.
7. Identification of superior germplasm of *Andrographis paniculata* and *Bacopa monnieri* and its cultivation at farmers/tribals field for livelihood generation. (Funded by NMPB, New Delhi.)
8. Phytochemical evaluation of *Habenaria edgeworthii* Hook. f. ex. Collett and *Habenaria intermedia* D.Don, the important *Astavar* species. (Funded by NMPB, New Delhi.)
9. Bioactivity guided chemical examination of knotwood of Indian trees. (Funded by DST, New Delhi.)
10. Investigation on population biology, characterization and conservation of some high value threatened medicinal plants of north east region (ICAR-RC-NEH, Barapani, Meghalaya and FRI) (Funded by DBT, New Delhi.)

11. National program for conservation and development of forest genetics resources
12. Conversion of biomass into biodegradable plastics and their application. (Funded by DST, New Delhi.)
13. Bio-prospecting for essential oils. (Funded by DST, New Delhi.)
14. Phytochemical examination, molecular characterization and propagation of *Illicium griffithii* Hook. f. & Thoms.: a medicinally important RET plant of Northeast India for improving economic- and conservation- status' (Funded by DBT, New Delhi.)
15. Value addition of guar gum and its byproducts. (Funded by ICAR, New Delhi)

11. Personal File

1. Dr. Y.C. Tripathi
2. Dr. V.K. Varshney
3. Dr. Vineet Kumar
4. Dr. A. K. Pandey
5. Dr. Pradeep Sharma
6. Sh. Praveen Onial
7. Sh. Vikas
8. Sh. Ashwani Kumar
9. Sh. A.K. Singh
10. Sh. Shubham Kumar
11. Sh. S.K. Aditya
12. Sh. Sonu Kumar

Annexure-II

1. Dr. Vineet Kumar, Scientist-G & Head

Duties:

- I. To look after administrative work of the Division.
- II. To conduct research work as per mandate of the Institute.
- III. To teach PG students and guide Ph.D Scholars.

2. Dr. V.K. Varshney

Duties:

- I. To conduct research work as per mandate of the Institute.
- II. To teach PG students and guide Ph.D Scholars.

3. Dr. A. K. Pandey

Duties:

- I. To conduct research work as per mandate of the Institute.
- II. To teach PG students and guide Ph.D Scholars.

4. Dr. Y. C. Tripathi

Duties:

- I. To conduct research work as per mandate of the Institute.
- II. To teach PG students and guide Ph.D Scholars.

5. Dr. Pradeep Sharma

Duties:

- I. To conduct research work as per mandate of the Institute.
- II. To teach PG students and guide Ph.D Scholars.

6. Sh. Praveen Onial

Duties:

- I. Overall management of instrumentation facility of the Division including proper functioning, operation, maintenance and upkeep of GC-MS, HPLC, GPC, HPTLC, FTIR, Refrigerated Centrifuge, Lyophilizer, Reactor etc. and upkeep of this facility.
- II. Patent filling, renewal and their maintenance.
- III. Extension activities of the Division.

7. Sh. Vikas

Duties:

- I. Oversee the proper functioning of instruments, operation, maintenance & upkeep of laboratories, functioning of analytical instruments i.e. Refrigerated Centrifuge, Lyophilizer, Reactor, HPLC, GC-MS etc.
- II. Management of Library as Library In-charge of C&BP Division.

8. Sh. Ashwani Kumar

Duties:

- I. Management of minor technical works, Maintenance and upkeep of Essential oil pilot plant unit, Grinding machine etc.
- II. Management of Stores as Store In-charge of C&BP Division.

9. Sh. A.K. Singh

Duties:

Oversee the proper functioning of instruments, operation, maintenance & upkeep of laboratories, functioning of all analytical instruments i.e. GC-MS, HPTLC, UV-Vis, IR etc.

10. Sh. Shubham Kumar

Duties:

Maintenance & upkeep of laboratories, Functioning and operation of instruments i.e. Spinning Band Distillation Unit, Refrigerated Centrifuge, Lyophilizer etc. and other minor equipments.

11. Sh. S.K. Aditya

Duties:

- I. Physical maintenance of records of the section i.e. office related works like typing documents on computer.
- II. Distribution of circulars, office orders to all the officers, staff and research students.
- III. Assisting in routine office work like diary, dispatch (including computer entries) etc.

12. Sh. Sonu Kumar

Duties:

- I. Physical maintenance of records of the section i.e. office related works like typing documents on computer.
- II. Distribution of circulars, office orders to all the officers, staff and research students.
- III. Assisting in routine office work like diary, dispatch (including computer entries) etc.

Annexure-III

PROFORMA

1. Name of office/ Discipline / Directorate: Chemistry & Bioprospecting Division, FRI
2. Fax No: NA

Sl. No.	Designation	Name	EPBAX NO.		Direct No.		Mobile No	E-mail
			Office	Resi.	Office	Resi.		
1.	Scientist-G & Head	Dr. Vineet Kumar	4207		2752671		9410555335	head_chemistry@icfre.org kumarv@icfre.org
2.	Scientist -G	Dr. A.K. Pandey	4209	4504			9456313205	akpandey@icfre.org
3.	Scientist -G	Dr. V.K. Varshney	4208				9410548521	varshneyvk@icfre.org
4.	Scientist -F	Dr. Y.C. Tripathi	4219	4582		2750210	9412050775	tripathiyc@icfre.org
5.	Scientist - B	Dr. Pradeep Sharma	4456				9411312549	sharmap@icfre.org
6.	Chief Technical Officer	Dr. Praveen Onial	4211				94129771936	onialp@icfre.org
7.	Technical Officer	Sh. Vikas					9411361788	vikash@icfre.org
8.	Senior Technical Assistant	Sh. A.K. Singh					7579217097	amitk@icfre.org
9.	Senior Technical Assistant	Sh. Ashwani Kumar	4456				7579016486	kumarashwani@icfre.org
10.	Technician	Sh. Shubham Kumar					8791877234	kumar_shubham@icfre.org
11.	Office Facilitator	Sh. S.K. Aditya	4207				9456178173	adityas@icfre.org
12.	Office Facilitator	Sh. Sonu Kumar	4207				9412587240	-