

Name of Division – DPC Cell, FRI

1. Maintenance of all records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act.	
<u>List of files with subject :</u>	List of files attached.
2. Function and duties of each employees working in your division.	Sh. Sanjeev Khugshal – Supervision of all related work of DPC under the administrative control of RFRI. Sh Chander Singh Bartwal - Final Scrutiny of ACRs, All dealings related to ACRs & adverse remarks, Holding of DPC meeting & Screening committee Meeting for MACP, Direct Recruitment process.
3. Financial /Administrative power of an employee in your division	Nil
4. Procedure to be followed, decision making including supervision and accountability.	Official letters/references received in the DPC Cell, are put up to the S.O./Registrar/Director, FRI through proper channel for decision/disposal.
5. Statement of categories of documents that are held by it or under its control	ACRs Dossiers of Technical Staff upto the level of T.O. & Gr. 'C' employees of FRI & ICFRE& official files etc.
6. Consultancy work carried out in your division.	N.A.
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.	N.A.
9. Particulars of facilities to citizens and for public use.	N.A.

List of Files of Gr 'C' Employees- 2013

S.No.	FILE NO.	NAME & SUBJECT
1	I/2/2013-DPC	Proposal for filling up one (UR) post of RO-II by promotion.
2	I/3/2013-DPC	Proposal for appointment to the post of Asstt. by promotion (07-UR)
3	I/4/2013-DPC	Proposal for filling up post of RA-I (Gen.) by promotion (01-PH, 01 UR)
4	I/5/2013-DPC	Proposal for appointment to the post of RA-II (Mech.) by promotion (01-UR)
5	I/6/2013-DPC	Proposal for filling up the post of Logging Instructor by promotion (04-UR)
6	I/7/2013-DPC	Proposal for filling up the post of UDC by promotion (02-UR)
7	I/8/2013-DPC	Proposal for filling up the post of Driver (Spl. Grade) by promotion (01-UR)
8	I/9/2013-DPC	Proposal for filling up the post of Dy. Ranger by promotion (01-UR)
9	I/10/2013-DPC	Proposal for filling up one post of tracer on transfer basis.
10	I/11/2013-DPC (Prom.)	Proposal for filling up post of RO-II by promotion.
11	I/11/2013-DPC	Filling up 32 post of Group C through direct recruitment.
12	I/12/2013-DPC	Proposal for filling up post of UDC by promotion.
13	I/13/2013-DPC	Proposal for filling up post of RA-I by promotion.
14	I/14/2013-DPC	Proposal for filling up post of RA-II (Mech.) by promotion.
15	I/15/2013-DPC	Proposal for filling up post of Asstt. by promotion.

List of files for promotion of Gr 'C' Employees- 2014

S.No.	FILE NO.	NAME & SUBJECT
1	I/1/2014-DPC	Proposal reg. termination of Probation period
2	I/2/2014-DPC	Proposal for appointment to the post of UDC by promotion
3	I/3/2014-DPC	Proposal for filling up post of RA-I (Gen.) by promotion
4	I/4/2014-DPC	Proposal for filling up post of RA-I (Wood Workshop) by promotion
5	I/5/2014-DPC	Proposal for filling up post of RA-II (Wood Workshop) by promotion
6	I/6/2014-DPC	Proposal for filling up post of RA-II (Mech.) by promotion
7	I/7/2014-DPC	Proposal for filling up post of RA (Pul & Paper.) by promotion
8	I/8/2014-DPC	Proposal for filling up post of Sr. Store Keeper by promotion
9	I/10/2014-DPC	Proposal for filling up post of RO-II by promotion
10	I/11/2014-DPC	Review DPC in r/o Shri Anil Sachdeva RA-II .
11	I/13/2014-DPC	Proposal for appointment to the post of RA-I (Gen.) by promotion
12	I/14/2014-DPC	Proposal for appointment to the post of RA-II (Gen.) by promotion
13	I/15/2014-DPC	Proposal for appointment to the post of Assistant by promotion
14	I/16/2014-DPC	Proposal for appointment to the post of Dy. Ranger by promotion
15	I/17/2014-DPC	Proposal for appointment to the post of Store Officer by promotion
16	I/18/2014-DPC	Proposal for appointment to the post of Sister -in- charge by promotion
17	I/19/2014-DPC	Proposal for appointment to the post of Head Store keeper by promotion
18	I/20/2014-DPC	Proposal for appointment to the post of RA (Assistant Logging Instructor) by promotion

List of files for promotion of Gr 'C' Employees- 2015

S.No.	FILE NO.	NAME & SUBJECT
1	I/1/2015-DPC	Proposal for termination of probationary period & confirmation
2	I/2/2015-DPC	Proposal for appointment to the post of RA-I (Gen.) by promotion.
3	I/3/2015-DPC	Proposal for appointment to the post of RA-I (Sr. Foreman Printing) by promotion.
4	I/4/2015-DPC	Proposal for appointment to the post of Foreman Printing by promotion.
5	I/5/2015-DPC	Proposal for appointment to the post of Asstt. Foreman Printing by promotion.
6	I/6/2015-DPC	Proposal for appointment to the post of Head Store Keeper by promotion.
7	I/7/2015-DPC	Proposal for appointment to the post of Sr. Store Keeper by promotion.
8	I/8/2015-DPC	Proposal for appointment to the post of Logging Inspector by promotion.
9	I/9/2015-DPC	Proposal for appointment to the post of Driver Grade-I by promotion.
10	I/10/2015-DPC	Proposal for appointment to the post of Driver (Special Grade) by promotion.
11	I/11/2015-DPC	Proposal for appointment to the post of Lower Division Clerk by promotion.
12	I/12/2015-DPC	Proposal for appointment to the post of RO Grade-II by promotion.
13	I/13/2015-DPC	Proposal for appointment to the post of RA-II (Gen.) by promotion.
14	I/14/2015-DPC	Proposal for appointment to the post of Assistant by promotion.
15	I/15/2015-DPC	Proposal for appointment to the post of Driver (Special Grade) by promotion.
16	I/16/2015-DPC	Proposal for regularization of promotion of candidates promoted on ad-hoc to the post of RA-II (Mech.)
17	I/17/2015-DPC	Proposal for regularization of promotion of candidates promoted on ad-hoc to the post of RA-II (Electrical.)
18	I/18/2015-DPC	Proposal for regularization of promotion of candidates promoted on ad-hoc to the post of RA-II (Pulp & Paper)
19	I/19/2015-DPC	Proposal for regularization of promotion of candidates promoted on ad-hoc to the post of Logging Inspector.
20	I/20/2015-DPC	Proposal for regularization of promotion of candidates promoted on ad-hoc to the post of UDC.
21	I/21/2015-DPC	Proposal for regularization of promotion of candidates promoted on ad-hoc to the post of Assistant.

List of files for promotion of Gr 'C' Employees- 2016

S.No.	FILE NO.	NAME & SUBJECT
✓ 1	I/1/2016-DPC	Proposal for termination of probationary period & confirmation
✓ 2	I/2/2016-DPC	Proposal for filling up five post of Technical Asstt. GrC by promotion.
✓ 3	I/3/2016-DPC	Proposal for appointment to the post of RA-I (photography) by promotion.
✓ 4	I/4/2016-DPC	Proposal for appointment to the post of Deputy Ranger by promotion.
✓ 5	I/5/2016-DPC	Proposal for appointment to the post of RA-I (Gen.) by promotion.
✓ 6	I/6/2016-DPC	Proposal for appointment to the post of UDC by promotion.
✓ 7	I/7/2016-DPC	Proposal for appointment to the post of RA-I (Gen.) by promotion.
✓ 8	I/8/2016-DPC	Proposal for appointment to the post of Stores Officer by promotion.
✓ 9	I/9/2016-DPC	Proposal for appointment to the post of RO-II by promotion.
✓ 10	I/10/2016-DPC	Proposal for appointment to the post of RA-II (Gen.) by promotion.
✓ 11	I/11/2016-DPC	Proposal for appointment to the post of RA-I (Gen.) by promotion.
✓ 12	I/12/2016-DPC	Proposal for appointment to the post of RA-II (Mech.) by promotion.
✓ 13	I/13/2016-DPC	Proposal for appointment to the post of Asstt. by promotion.
✓ 14	I/14/2016-DPC	Typing test for the post of LDC (appointed on compassionate)
✓ 15	I/15/2016-DPC	Proposal for appointment to the post of UDC by promotion.

List of files for promotion of Gr 'C' Employees- 2017

S.No.	FILE NO.	NAME & SUBJECT
✓ 1	I/1/2017 (9)-DPC	Proposal for appointment to the post of UDC by promotion.
✓ 2	I/2/2017 (9)-DPC	Proposal for filling up two posts of Cashier.
✓ 3	I/3/2017 (9)-DPC	Proposal for promotion of candidates to the post of Driver Gd-II.
✓ 4	I/4/2017 (9)-DPC	Proposal for regularization of promotion candidate promoted on adhoc basis to the post of Deputy Ranger.
✓ 5	I/5/2017 (9)-DPC	Proposal for promotion to the post of LDC in the GP 1800 under 5% quota (seniority cum fitness basis)
✓ 6	I/6/2017 (9)-DPC	Proposal for termination of probationary period
✓ 7	I/7/2017 (9)-DPC	Proposal for promotion of candidates to the post of Assistant.
✓ 8	I/8/2017 (9)-DPC (LDC)	Proposal for filling up 05 posts to the post of LDC on the basis of Departmental Competitive exam (10%)
✓ 9	I/9/2017 (9)-DPC (UDC)	Filling up the post of UDC by Departmental Competitive exam.

List of files for promotion of Gr 'C' Employees- 2018

S.No.	FILE NO.	NAME & SUBJECT
1	I/1/2018-DPC	Proposal for selection of candidates to work as cashier in ICFRE & cashier (proj.A/c)
2	I/2/2018-DPC	Proposal for promotion of candidates to the post of Assistant
3	I/3/2018-DPC	Proposal regarding termination of probation period .
4	I/4/2018-DPC	Proposal regarding probation period & confirmation in r/o Gr 'C' employees
5	I/5/2018-DPC	Direct Recruitment of Gr 'C' staff in FRI
6	I/6/2018-DPC	Proposal for typing test of the officials on the post of LDC
7	I/7/2018-DPC	Proposal for the post of Assistant on adhoc basis by promotion
8	I/8/2018-DPC	Proposal regarding termination of probation period & confirmation
9	I/9/2018-DPC	Proposal for regularization of promotion of candidates promoted on adhoc basis to the post of Asisstant.
10	I/10/2018-DPC	Proposal regarding termination of probation period
11	I/11/2018-DPC	Review DPC to the post of UDC & Head Clerk .
12	I/13/2018-DPC	Limited Department Examination for the post of Technician level-3
13	I/14/2018-DPC	Proposal for promotion to the pst of UDC
14	I/15/2018-DPC	Proposal for appointment to the post of store officer in FRI by promotion

List of files for promotion of Gr 'C' Employees- 2019

S.No.	FILE NO.	NAME & SUBJECT
1	I/1/2019-DPC	Proposal for regularization of the promotion on adhoc basis to the post Assistant.
2	I/2/2019-DPC	Proposal for review DPC for the post of logging instructor & Store Officer.
3	I/3/2019-DPC	Proposal for the post of Store officer on adhoc basis by promotion
4	I/4/2019-DPC	Proposal for the post of Assistant on adhoc basis by promotion
5	I/5/2019-DPC	Proposal for promotion to the post of forester by promotion
6	I/6/2019-DPC	proposal for promotion to the post of LDC under 0.5% quota.
7	I/7/2019-DPC	Re-exam for the posts of Technician (field/Lab Research) by departmental exam.
8	I/8/2019-DPC	Filling up the post of Technician (field/Lab Research) by departmental exam.
9	I/9/2019-DPC	Recruitment for the post of Tech. Assistant , stenographer & MTS for the year 2019
10	I/10/2019-DPC	proposal reg. probation period & confirmation r/o Gr 'C' employee
11	I/11/2019-DPC	Proposal for appt. to the post of forester by promotion
12	I/12/2019-DPC	Proposal for appt. to the post of Sr. Store Keeper by promotion.

LIST OF FILES OF OFFICER FOR COMMUNICATION OF ADVERSE REMARKS

S.No.	FILE NO.	SUBJECT
1	No 2/86/Admin (1)	Adverse remarks in ACRs/APARs
2	No 2/86/Admin (2)	Adverse remarks in ACRs/APARs
3	No 2/86/Admin (3)	Adverse remarks in ACRs/APARs
4	No 2/86/Admin (4)	Adverse remarks in ACRs/APARs
5	No 2/86/Admin (5)	Adverse remarks in ACRs/APARs
6	No 2/86/Admin (6)	Adverse remarks in ACRs/APARs
7	No 2/86/Admin (7)	Adverse remarks in ACRs/APARs
8	No 2/86/Admin (8)	Adverse remarks in ACRs/APARs
9	No 2/86/Admin (9)	Adverse remarks in ACRs/APARs
10	No 2/86/Admin (10)	Adverse remarks in ACRs/APARs
11	No 2/86/Admin (11)	Adverse remarks in ACRs/APARs
12	No 2/86/Admin (12)	Adverse remarks in ACRs/APARs
13	No 2/86/Admin (13)	Adverse remarks in ACRs/APARs
14	No 2/86/Admin (14)	Adverse remarks in ACRs/APARs
15	No 2/86/Admin (15)	Adverse remarks in ACRs/APARs
16	No 2/86/Admin (16)	Adverse remarks in ACRs/APARs
17	No 2/86/Admin (17)	Adverse remarks in ACRs/APARs
18	No 2/86/Admin (18)	Adverse remarks in ACRs/APARs
19	No 2/86/Admin (19)	Adverse remarks in ACRs/APARs
20	No 2/86/Admin (20)	Adverse remarks in ACRs/APARs
21	No 2/86/Admin (21)	Adverse remarks in ACRs/APARs
22	No 2/86/Admin (22)	Adverse remarks in ACRs/APARs
23	No 2/86/Admin (23)	Adverse remarks in ACRs/APARs
24	No 2/86/Admin (24)	Adverse remarks in ACRs/APARs
25	No 2/86/Admin (25)	Adverse remarks in ACRs/APARs
26	No 2/86/Admin (26)	Adverse remarks in ACRs/APARs
27	No 2/86/Admin (27)	Adverse remarks in ACRs/APARs
28	No 2/86/Admin (28)	Adverse remarks in ACRs/APARs
29	No 2/86/Admin (29)	Adverse remarks in ACRs/APARs
30	No 2/86/Admin (30)	Adverse remarks in ACRs/APARs
31	No 2/86/Admin (31)	Adverse remarks in ACRs/APARs
32	No 2/86/Admin (32)	Adverse remarks in ACRs/APARs
33	No 2/86/Admin (33)	Adverse remarks in ACRs/APARs
34	No 2/86/Admin (34)	Adverse remarks in ACRs/APARs
35	No 2/86/Admin (35)	Adverse remarks in ACRs/APARs
36	No 2/86/Admin (36)	Adverse remarks in ACRs/APARs
37	No 2/86/Admin (37)	Adverse remarks in ACRs/APARs
38	No 2/86/Admin (38)	Adverse remarks in ACRs/APARs
39	No 2/86/Admin (39)	Adverse remarks in ACRs/APARs
40	No 2/86/Admin (40)	Adverse remarks in ACRs/APARs
41	No 2/86/Admin (41)	Adverse remarks in ACRs/APARs
42	No 2/86/Admin (42)	Adverse remarks in ACRs/APARs
43	No 2/86/Admin (43)	Adverse remarks in ACRs/APARs
44	No 2/86/Admin (44)	Adverse remarks in ACRs/APARs

45	No 2/86/Admin (45)	Adverse remarks in ACRs/APARs
46	No 2/86/Admin (46)	Adverse remarks in ACRs/APARs
47	No 2/86/Admin (47)	Adverse remarks in ACRs/APARs
48	No 2/86/Admin (48)	Adverse remarks in ACRs/APARs
49	No 2/86/Admin (49)	Adverse remarks in ACRs/APARs
50	No 2/86/Admin (50)	Adverse remarks in ACRs/APARs
51	No 2/86/Admin (51)	Adverse remarks in ACRs/APARs
52	No 2/86/Admin (52)	Adverse remarks in ACRs/APARs
53	No 2/86/Admin (53)	Adverse remarks in ACRs/APARs
54	No 2/86/Admin (54)	Adverse remarks in ACRs/APARs

LIST OF FILES OF Gr 'C' OFFICIALS FOR COMMUNICATION OF ADVERSE REMARKS

S.No.	FILE NO.	NAME OF OFFICIALS
1	No.16/367/2010-DPC	Representation against adverse remarks in ACR
2	No.16/368/2010-DPC	Representation against adverse remarks in ACR
3	No.16/369/2011-DPC	Representation against adverse remarks in ACR
4	No.16/370/2011-DPC	Representation against adverse remarks in ACR
5	No.16/371/2012-DPC	Representation against adverse remarks in ACR
6	No.16/372/2012-DPC	Representation against adverse remarks in ACR
7	No.16/373/2013-DPC	Representation against adverse remarks in ACR
8	No.16/374/2014-DPC	Representation against adverse remarks in ACR
9	No.16/375/2014-DPC	Representation against adverse remarks in ACR
10	No.16/376/2014-DPC	Representation against adverse remarks in ACR
11	No.16/377/2014-DPC	Representation against adverse remarks in ACR
12	No.16/378/2015-DPC	Representation against adverse remarks in ACR
13	No.16/379/2016-DPC	Representation against adverse remarks in ACR
14	No.16/380/2016-DPC	Representation against adverse remarks in ACR

List of files of DPC Cell

S.No.	FILE NO.	SUBJECT
1	III/11/2000-DSC	Programme and agenda of meeting of DSC under ACP Scheme
2	V/11/2010-DSC (GC)	Proposal for financial upgradation in r/o Central Govt. Services officials under MACP Scheme.
3	V/11/2010-DSC (Part)	Completion of all documents reg. proposal for financial upgradation in r/o central Govt. Service officials under MACP
4	V/12/2010-DSC (GD) (Part-2)	Proposal for financial upgradation in r/o Central Govt. Services officials under MACP Scheme.
5	V/8/2001-DSC (GC) (Vol.II)	Assured Career Progression Scheme for the central Govt. Civilian employees
6	III/12/2010-DSC	Programme agenda of meeting of DSC under MACP Scheme in r/o Central Govt. Service
7	V/12/2010-DSC (GD) (Part-I)	Proposal for financial upgradation in r/o Central Govt. Services officials under MACP Scheme.
8	V/13/2011-DSC-Gr 'B' & 'C'	Proposal for financial upgradation in r/o (ICFRE) Council optees officials under MACP Scheme
9	2/9/Admin (2018-19)	ACRs in r/o Gr 'C' official
10	2/9/Admin (A&B) /2018-19	Preparation of PARs in r/o all IFS & Gr A&B Officers
11	2/9/Admin (Scientific) /2018-19	Annual Work Plan in r/o Scientists
12	APAR/Tech./DPC-2019	APAR in r/o Technical Staff (Cat. I&II)
13	2/6/Admin.	Sending of ACRs dossiers/ACRs to ICFRE HQ
14	2/63/2018-Admin.	Report/Review of APARs/ACRs in r/o Officers/Officials
15	VI/5/2019-Admin	Reply for supply of information under RTI Act- 2005
16	I/12/DPC-2018 (Public Grievances)	Corresponding regarding Public Grievance
17	18/12/DPC/Induction-2019	Induction/Assessment into Technical Services
18	1-DPC/2018 (FRO)	Filling up 01 post of FRO on contractual basis.