

## DIRECTOR'S OFFICE

Director Office, Forest Research Institute, Dehradun is as follows:

<b>1. Maintenance of all records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act.</b>	
1. 1.43(107)/DRI/2017/ Confidential 2. No. 100/DRI/2017 3. 1-34(99)/DRI/2017 4. 274/DRI/2019	Annual Confidential Report (ACR) Store File Miscellaneous File Tour File
2. Functions and duties of each employees working in your division	<p>1. <b>Shri Arun Singh Rawat, Director:</b> To look after activities related to research extension and education in FRI and over all administration of the Institute. Management of FRI Deemed to be University including academics, financial management &amp; general administration.</p> <p>2. <b>Shri Manohar Lal:</b> Providing secretarial assistance to Director and overall management of Director Office</p> <p>3. <b>Shri Kirat Mani:</b> To maintained official record, files</p> <p>4. <b>Shri Anand Singh Negi:</b> Office attendant to Director's office</p>
3. Financial/ Administrative power of an employee in your division	According to the norms of ICFRE
4. Procedure to be followed, decision making including supervision and accountability.	Decision are taken at Institute level by Director including supervision and accountability
5. Statement of categories of documents that are held by it or under its control	Files and registers are maintained
6. Consultancy work carried out in your division	<b>Nil</b>
7. Directory of employees with name, designation and telephone number	<p>1. Shri Arun Singh Rawat, Director: 2755277</p> <p>2. Shri Manohar Lal, TO: 2224444</p> <p>3. Shri Kirat Mani Semwal, UDC: 2224284</p> <p>4. Shri Anand Singh Negi, MTS: 2224284</p>
8. Budget allocated during the current year for different projects and expenditure incurred	<b>Nil</b>
9. Particulars of facilities available to citizens and for public use.	FRI Campus, including FRI main building, Museums, botanical garden, bamboosetum, Xylarium and Library