

Establishment Section-I, FRI, Dehradun

Establishment Section-I, FRI, Dehradun is as follows :-

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 File :-	List of Official and personal Files
2. Functions and duties of each employees working in your division.	The duties of the employees of Establishment Section are as follows:-
1. Shri Vivek Goyal, Section Officer	Over all incharge of Establishment Section.
2. Shri Sanjay pathak, Assistant, 3. Shri Jagminder Singh, LDC, 4. Shri Javed Ali. MTS, 5. Shri Pawan Yadav, MTS	Supervises the work done by the subordinates in the Section. Also attending the following subject matters. a) Transfers b) Maintenance of SC/ST/OBC rosters for promotion and direct recruitment. c) Promotions of Group-'C' & 'D' staff d) Recruitments of Group-'C' & 'D' e) Seniority of Group-'C' & 'D' f) Departmental Promotion Committee g) Financial upgradations of Gr.C & D staff under A.C.P. Scheme. h) Retirement / Voluntary retirement i) Resignations j) Cases of absorption into ICFRE k) Disciplinary Cases. l) Maintenance of Establishment Register & Incumbancy Register m) Submission of reports to ICFRE regarding sanctioned posts / vacancy details thereof.
3. Financial/Administrative power of an employee in your division.	N/A
4. Procedure to be followed, decision making including supervision and accountability	As soon as the official letters/references/cases are received in the section the same are put up to the Registrar, FRI through proper channel for decision making and disposal.
5. Statement of categories of document that are held by it or under its control.	1. FRSR Rule Books; 2. Swamy's handbooks. 3. Compendium of ICFRE 4. Establishment Manual, Conduct Rules; GFR rule Books etc
6. Consultancy work carried out in your division.	Nil
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 available to citizens and for public use.	N/A

List of Official Files of FRI		
	F.No. 12018/75/2017-Ests-I	Induction in TSR 2013.
	F.No. 46011/27/2008-Ests-I	Organization of FRI
03.	F.No. 60011/58/2018-Ests-I	RTI (Right to Information)
04.	F.No. 30015/1/2018-Ests-I	Retirement Of Group A&B Officers.
05.	F.No. A32018-63-2019-Ests-I	Promotion Under FCS (
06.	F.No. A300/1/1/219-Ests-I	Hindi Reports.
07.	F.No. 12028/5/2015-Ests-I	Sanctional Strangth of FRI.
08.	F.No. Dis/Misc/2019-Ests-I	Miscellaneous Work.
List of personal Files Scientists of FRI		
1.	F.No. 11/630/2004-Ests-I	Dr. Nirmal Kumar Upreti, Scientist-G
2.	F.No. 11/603/2001-Ests-I	Dr. Manisha Thapliyal, Scientist-F
3.	F.No. 11/556/1996-Ests-I	Dr. Vineet Kumar, Scientist-G
4.	F.No. 11/568/1997-Ests-I	Shri Rajesh Bhandari, Scientist-F
5.	F.No. 11/551/1996-Ests-I	Dr. Sangeeta Gupta, Scientist-G
6.	F.No. 11/608/2001-Ests-I	Dr. Sudhir Kumar, Scientist-G
7.	F.No. 11/596/2001-Ests-I	Dr. H S. Ginwal, Scientist-G (Dean FRIDU)
8.	F.No. 11/563/1996-Ests-I	Dr. Amit Pandey, Scientist-G
9.	F.No. 11/600/2001-Ests-I	Dr. Ashutosh kumar Tripathi, Scientist-G & Registrar FRIDU
10.	F.No. 11/537/1993-Ests-I	Dr. Arun Pratap Singh, Scientist-F
11.	F.No. 11/623/2003-Ests-I	Shri Bhagwati Prasad Tamta, Scientist-E
12.	F.No. 11/622/2003-Ests-I	Shri Ajmal Samani, Scientist-F
13.	F.No. 11/548/1995-Ests-I	Dr. Dinesh Kumar, Scientist-G
14.	F.No. 11/589/2000-Ests-I	Dr. Praveen Kumar Gupta, Scientist-G
15.	F.No. 11/560/1996-Ests-I	Dr. V. K Varshney, Scientist-G
16.	F.No. 11/599/2015-Ests-I	Dr. Sadhna Tripathi, Scientist-G
17.	F.No. 11/618/2003-Ests-I	Dr. (Smt) Amita Tomar, Scientist-E
18.	F.No. 11/601/2001-Ests-I	Shri Dwarika P Khali, Scientist-F.
19.	F.No. 16/803/2014-Ests-I	Dr. Praveen Kumar Verma, Scientist-B
20.	F.No. 16/805/2015-Ests-I	Dr. Vijender Pal Panwar, Scientist-E
21.	F.No. 16/806/2015-Ests-I	Dr. Shambhavi yadav, Scientist-B
22.	F.No. 16/810/2015-Ests-I	Dr. Arvind Kumar, Scientist-E
23.	F.No. 16/811/2015-Ests-I	Dr. A.K. Pandey, Scientist-G
24.	F.No. 16/828/2016-Ests-I	Dr. Vipin Prakash, Scientist-E.
25.	F.No. 16/833/2017-Ests-I	Dr. Shailesh Pandey, Scientist-C
26.	F.No. 16/920/2018-Ests-I	Dr. Harish Kumar, Scientist-E
27.	F.No. 16/921/2018-Ests-I	Shri Ezhumalai, Scientist-D
28.	F.No. 16/922/2018-Ests-I	Shri N. Bala, Scientist-F
29.	F.No. 16/923/2018-Ests-I	Smt. Neelu Singh, Scientist-F
30.	F.No. 16/928/2019-Ests-I	Dr. Mala Rathore, Scientist-E
31.	F.No. 16/931/2019-Ests-I	Dr. Ranjeet Singh, Scientist-G
32.	F.No. 16/935/2019-Ests-I	Dr. Sanjay Singh, Scientist-F (FRC-ER, Paryagraj)
33.	F.No. 16/936/2019-Ests-I	Smt. Ismita nautiyal, Scientist-D
34.	F.No. 16/753/2010-Ests-I	Smt. Ranjana Juwantha, Scientist-C
35.	F.No. 16/768/2011-Ests-I	Dr. Rama Kant, Scientist-D
36.	F.No. 16/790/2013-Ests-I	Shri. Rajendra Kumar Meena, Scientist-B
37.	F.No. 16/794/2014-Ests-I	Dr. Parmanand Kumar, Scientist-C
38.	F.No. 16/762/2011-Ests-I	Dr. Mohd Yousuf-Scientist-G
39.	F.No. 16/763/2011-Ests-I	Dr. Hukum Singh-Scientist-B
40.	F.No. 16/767/2011-Ests-I	Dr. Ranjana Kumari Negi, Scientist-D

41.	F.No. 16/788/2013-Ests-I	Dr. Brij Mohan Dimri, Scientist-E
42.	F.No. 16/787/2013-Ests-I	Dr. Vikas Rana-Scientist-E
43.	F.No. 16/796/2014-Ests-I	Dr. Tara Chand-Scientist-D
44.	F. No.16/799/2014-Ests-I	Dr.Devendra Kumar, Scientist-D
List of personal Files :- STO, ACTO, T.O, Section Officer of FRI		
45.	F.No. 16/815/2015-Ests-I	Shri Vevik Goyal, Section Officer(E)
46.	F.No. 16/817/2016-Ests-I	Shri Alok Yadav Scientist-D (FRC-ER, Paryagraj)
47.	F.No. 16/819/2016-Ests-I	Dr. A.K.Gazwal, ACTO
48.	F.No. 16/820/2016-Ests-I	Shri Sanjay Kumar, ACTO
49.	F.No. 16/821/2016-Ests-I	Shri Mahipal Singh, ACTO
50.	F.No. 16/822/2016-Ests-I	Shri S.K.Kamboj, ACTO
51.	F.No. 16/823/2016-Ests-I	Shri Mahesh Chand jain, Section Officer, (A/C Admin)
52.	F.No. 16/824/2016-Ests-I	Shri Mitra Nand Juyal, Section Officer
53.	F.No. 16/827/2016-Ests-I	Shri Sanjeev Khugsal, Section Officer,(G)
54.	F.No. 16/829/2017-Ests-I	Smt Poonam Pant, Section Officer (Buld&Misc)
55.	F.No. 16/832/2017-Ests-I	Shri Shiv Kumar, Section Officer.
56.	F.No. 16/837/2017-Ests-I	Shri Neeraj Kumar Gupta, Section Officer (A/C, Project)
57.	F.No. 16/839/2018-Ests-I	Shri Gopal Singh Bisht, STO
58.	F.No. 16/840/2018-Ests-I	Shri S.C. Mandal, STO
59.	F.No. 16/842/2018-Ests-I	Shri Ajay Gulati, STO
60.	F.No. 16/843/2018-Ests-I	Shri Prakash Chandra Pandey, STO
61.	F.No. 16/845/2018-Ests-I	Smt Saraj Stephen,ACTO
62.	F.No. 16/846/2018-Ests-I	Shri Gopal Singh Bisht, T.O
63.	F.No. 16/847/2018-Ests-I	Shri Dalip Ram, T.O
64.	F.No. 16/848/2018-Ests-I	Shri Anil Kumar Khaneja, T.O
65.	F.No. 16/849/2018-Ests-I	Shri Mahendra Singh Technical Officer
66.	F.No. 16/850/2018-Ests-I	Shri Ravinder Kumar Technical Officer
67.	F.No. 16/851/2018-Ests-I	Shri Rajiv Kumar Ahuja Technical Officer
68.	F.No. 16/852/2018-Ests-I	Smt. Santosh Gairola, Technical Officer (General Service)
69.	F.No. 16/854/2018-Ests-I	Shri Uttam Singh Rawat Technical Officer
70.	F.No. 16/855/2018-Ests-I	Shri Brij Mohan Uniyal Technical Officer
71.	F.No. 16/856/2018-Ests-I	Smt.Amita Bahuguna Technical Officer
72.	F.No. 16/858/2018-Ests-I	Shri Lekh Nath Technical Officer
73.	F.No. 16/859/2018-Ests-I	Shri Dina Nath Sharma Technical Officer
74.	F.No. 16/860/2018-Ests-I	Smt.Sangeeta Bhatt Technical Officer
75.	F.No. 16/861/2018-Ests-I	Smt. Roshni Chauhan Technical Officer
76.	F.No. 16/863/2018-Ests-I	Shri Narendra Singh Mehta, Technical Officer
77.	F.No. 16/864/2018-Ests-I	Shri Dharendra Singh Bisht Technical Officer
78.	F.No. 16/865/2018-Ests-I	Smt S.M.H. Zaidi, Technical Officer
79.	F.No. 16/866/2018-Ests-I	Shri Vishnu Prasad Acharya Technical Officer
80.	F.No. 16/867/2018-Ests-I	Shri Bijendra Singh, Technical Officer
81.	F.No. 16/868/2018-Ests-I	Shri Vikas Technical Officer
82.	F.No. 16/869/2018-Ests-I	Shri Kiran Kumar Technical Officer
83.	F.No. 16/870/2018-Ests-I	Shri Pramod Kumar, Technical Officer
84.	F.No. 16/871/2018-Ests-I	Shri Prabhat Kumar Technical Officer
85.	F.No. 16/872/2018-Ests-I	Smt. Nisha Sharma Technical Officer
86.	F.No. 16/873/2018-Ests-I	Shri Bheem Prakash, Technical Officer
87.	F.No. 16/875/2018-Ests-I	Shri S.D.Shukla, Technical Officer
88.	F.No. 16/876/2018-Ests-I	Shri Rajendra Kumar Technical Officer
89.	F.No. 16/877/2018-Ests-I	Shri Mahendra Prasad, Technical Officer
90.	F.No. 16/878/2018-Ests-I	Shri Jai Pal Singh Rawat, Technical Officer
91.	F.No. 16/879/2018-Ests-I	Shri Man Mohan Singh Bisht, Technical Officer
92.	F.No. 16/880/2018-Ests-I	Shri Bal Bahadur, Technical Officer

	F.No. 16/881/2018-Ests-I	Shri Nitesh Nautiyal Technical Officer
	F.No. 16/883/2018-Ests-I	Shri Rakesh Prakash, Technical Officer
	F.No. 16/886/2018-Ests-I	Smt Asha Khattri, Technical Officer
	F.No. 16/887/2018-Ests-I	Shri Rajesh Kumar Soni, Technical Officer
97.	F.No. 16/889/2018-Ests-I	Shri Rajendra Kumar, Technical Officer
98.	F.No. 16/890/2018-Ests-I	Shri Naryan Singh Bisht, Technical Officer
99.	F.No. 16/892/2018-Ests-I	Shri Nagendra Singh, Technical Officer
100.	F.No. 16/893/2018-Ests-I	Shri Jagdish Prasad, Technical Officer
101.	F.No. 16/895/2018-Ests-I	Shri Vijay Kumar Sharma, Technical Officer
102.	F.No. 16/896/2018-Ests-I	Shri Arun Kumar Kandwal, Technical Officer
103.	F.No. 16/897/2018-Ests-I	Smt. Madhu Vohra, Technical Officer
104.	F.No. 16/898/2018-Ests-I	Smt. Suman Sharma, Technical Officer
105.	F.No. 16/899/2018-Ests-I	Smt. Shikha Lodhi, Technical Officer
106.	F.No. 16/900/2018-Ests-I	Smt. Reena Emmanuel Singh, Technical Officer
107.	F.No. 16/901/2018-Ests-I	Smt. Pushpa Verma, Technical Officer
108.	F.No. 16/902/2018-Ests-I	Shri Ganesh Kumar, Technical Officer
109.	F.No. 16/903/2018-Ests-I	Shri Ram Kishore, Technical Officer
110.	F.No. 16/904/2018-Ests-I	Shri Pratap Singh, Technical Officer
111.	F.No. 16/905/2018-Ests-I	Shri Raj Kishore, Technical Officer
112.	F.No. 16/908/2018-Ests-I	Shri Ram Pal, Technical Officer
113.	F.No. 16/909/2018-Ests-I	Shri Manohar Lal, Technical Officer
114.	F.No. 16/910/2018-Ests-I	Shri Anugrah Tripathi, Technical Officer
115.	F.No. 16/911/2018-Ests-I	Shri Vishwajeet Sharma, Technical Officer
116.	F.No. 16/912/2018-Ests-I	Shri Manoj Kumar, Technical Officer
117.	F.No. 16/913/2018-Ests-I	Shri Shikhar Shukla, Technical Officer
118.	F.No. 16/914/2018-Ests-I	Shri Amit Kumar Verma, Technical Officer
119.	F.No. 16/915/2018-Ests-I	Smt Namitha Nhandhadiyil k., Technical Officer
120.	F.No. 16/916/2018-Ests-I	Shri Akhato Sumi, Technical Officer
121.	F.No. 16/918/2018-Ests-I	Shri Dheerendra Kumar, Technical Officer
122.	F.No. 16/919/2018-Ests-I	Shri Nikhil Verma, Technical Officer
123.	F.No. 16/924/2018-Ests-I	Shri Shankar Singh, Hindi Officer.
124.	F.No. 16/925/2018-Ests-I	Shri Aklesh Garg, Store Officer.
125.	F.No. 16/926/2018-Ests-I	Shri Gyanesh Joshi, STO.
126.	F.No. 16/929/2019-Ests-I	Shri Harendra Singh, Accounts Officer.
127.	F.No. 16/930/2019-Ests-I	Shri Ashok Kumar, FRO.
128.	F.No. 16/933/2019-Ests-I	Smt Bharti Anand Section Officer.
129.	F.No. 16/932/2019-Ests-I	Smt Rajni Dugal, Section Officer.
130.	F.No. 16/934/2019-Ests-I	Shri, Ajay Aggarwal, Section Officer.
131.	F.No. 16/936/2019-Ests-I	Shri Amar Singh, Librarian
132.	F.No. 16/778/2012-Ests-I	Shri Praveen Onial, ACTO.

Name of Division- **Establishment III**

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:	Find the attached copy of List of files with subject.
2. Functions and duties of each employees working in your division.	The duties of the employees of Establishment Section III are as follows:-
Shri Sanjay Pathak (Assistant)	A. Establishment Section III Assistant supervises the work in the section. B. Also attending the following subject matters:- 1) Transfers 2) Maintenance of SC/ST/OBC rosters for promotion and direct recruitment. 3) Promotions of Group "C" and Previously Group "D" staff. 4) Recruitments of Group "C" and Previously Group "D". 5) Seniority of Group "C" and Previously Group "D". 6) Department Promotion Committee. 7) Financial upgradation of Group "C" and Previously Group "D" staff under M.A.C.P Scheme. 8) Retirement/Voluntary retirement. 9) Resignations. 10) Cases of absorption in ICFRE. 11) Disciplinary Cases. 12) Maintenance of Establishment Register & Incumbancy Register. 13) Submission of reports to ICFRE regarding sanctioned posts/vacancy details thereof. C. Attends diary and dispatch work of the Institute, in addition to the above, attending the works as when assigned by the Section Officer.
3. Financial/Administrative power of an employee in your division.	NA
4. Procedure to be followed, decision making including supervision and accountability.	As soon as the Official letters/references are received in the section the same are put up to the Registrar,FRI through proper channel for decision making proposal.
5. Statement of categories of documents those are held by it under its control.	A. FRSR Rule Books; B. Swamy's handbooks. C. Compendium of ICFRE. D. Establishment Manual,Conduct Rules; GFR rule books etc.
6. Consultancy work carried out in your division.	Nil
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 projectes and expenditure incurred.	NA
9. Particulars of facilities to citizens and for public use.	NA

List of Daily Routine & Personal files with subject:

Sr.No.	Daily Routine Files	Subject
1.	03/94/2015- E III	Requisition sent to Service Provider.
2.	E-13019/01/2018- E III	Quarterly Hindi Progress Report.
3.	Disc/Misc/2018- E III	Engagement of Contractual Workers in Est. I & III.
4.	A 22017/06/2002- E III	Transfers Order.
5.	30/76/Misc- E III	Miscellaneous.
6.	03/94/2016- E III	Regarding Contractual Workers.
	Personal Files	Subject
1.	12/2/2016- E III	Personal File of Shri Anil Kumar
2.	12/03/2016- E III	Personal File of Shri Sidharth Rana
3.	12/04/2016- E III	Personal File of Shri Umashankar Bandwal
4.	12/06/2016- E III	Personal File of Shri Sandeep Kumar
5.	12/7/2016- E III	Personal File of Shri Mohit Kumar
6.	12/8/2016- E III	Personal File of Shri Sachin Kumar
7.	12/09/2016- E III	Personal File of Shri Adesh Tiwari
8.	12/10/2016- E III	Personal File of Shri Dipak Kumar
9.	12/11/2019- E III	Personal File of Shri Surya Prakash Tiwari
10.	12/12/2019- E III	Personal File of Shri Arun Pal
11.	10/450/87- E III	Personal File of Shri Sant Bahadur
12.	10/500/91- E III	Personal File of Shri Santosh Kumar
13.	10/429/87- E III	Personal File of Shri Chhabil Lal
14.	10/482/90- E III	Personal File of Shri Mitra Nand
15.	10/451/87- E III	Personal File of Shri Ram Lakhan
16.	12026/29/2014- E III	Personal File of Shri Sonu Kumar
17.	12026/36/2016- E III	Personal File of Smt Beena Panwar
18.	12026/38/2016- E III	Personal File of Shri Seena Ram Joshi
19.	12026/23/2014- E III	Personal File of Shri Arun Kumar
20.	12026/32/2016- E III	Personal File of Shri Rajendra Prasad Sharma
21.	12026/40/2017- E III	Personal File of Km.Akansha Shukla
22.	12026/235/2012- E III	Personal File of Smt Mumtaj Bano
23.	12026/18/2014- E III	Personal File of Shri Sachin Kumar Aditya
24.	12026/15/2014- E III	Personal File of Shri Pintu Nautiyal
25.	12026/35/2016- E III	Personal File of Shri Sandeep Kumar
26.	12026/33/2016- E III	Personal File of Shri Manish Kumar
27.	12026/37/2016- E III	Personal File of Shri Dharam Singh
28.	12026/19/2014- E III	Personal File of Shri Ashish Singh Bisht
29.	12026/235/2011- E III	Personal File of Shri Pradeep Kumar Joshi
30.	12026/22/2014- E III	Personal File of Shri Rahul Rana
31.	12026/26/2014- E III	Personal File of Shri Maya Singh
32.	12026/13/2014- E III	Personal File of Km. Renu Thapa
33.	12026/28/2014- E III	Personal File of Shri Manoj Kumar

34.	31/113/88- E III	Personal File of Shri Bakshi Ram
35.	31/229/91- E III	Personal File of Shri Chandan Singh Rawat
36.	31/152/88- E III	Personal File of Shri Om Prakash Balmiki
37.	31/143/88- E III	Personal File of Shri Jagdish
38.	31/48/88- E III	Personal File of Shri Prem Chand Upreti
39.	31/202/89- E III	Personal File of Shri Rama Shankar