

**NAME OF DIVISION: Extension Division, FRI, Dehradun.**

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	File Number	Subject	
	1. II-1/DE/2013-pt.-II	Various extension activities, workshop, seminar, exhibition	
	2. VII-2/DE/2017	Dissemination of Identified ICFRE technologies.	
	3. II-40/DE/NVS-2018	MoU & Activities calendar for "Prakarti" programme with NVS	
	4. II-41/DE/KVS-2018	MoU & Activities calendar for "Prakarti" programme with KVS	
	5. IX-1/DE/SVF-2017	Short documentary Film on ICFRE's achievements	
	6. II-17/DE/2017-II	Regarding V.V.K. trainings	
	7. II-17/DE/2018-VVK prog.	Networking with KVK & VVK	
	8. I-2/DE/2016	Visit to FRI by outsiders	
	9. II-45/DE/2019	Participation in different Mela, Seminars, Exhibition etc.	
	10. I-4/DE/MOU/IISC-2019	Regarding MoU between FRI & IISC	
	11. II-18/DE/STTC-2018	Short term training course calendar	
	12. II-21/DE/IFD/2019	International forestry Day-2019	
	13. IV-4/DE/ED/2018	Celebration of Environment Day-2018	
	14. IV-2/DE/KBK-2017	Project of Dr. Charan Singh, Scientist-E	
	15. IV-1/DE/GA-2017	Project of Sh. Rambir Singh, Scientist-D	
	16. IV-5/DE/2018/L I	Project of Dr. Devendra Kumar, Scientist-D	
	17. IV-3/DE/2006	R A G	
	18. I-3/DE/2016	Rajbhasha activities	
	19. II-8/DE/QPR-2017	Correspondence reg. vigilance section's letters.	
Function and duties of each employees working in your division	1. Dr. A.K. Pandey	Head	Execution of all extension activities training, seminar organized by the Division
	2. Dr. Charan Singh	Scientist-E	To conduct trainings/ seminars and other Extension and education programmes. Preparation and execution of research and extension projects.
	3.		
	4. Dr. Devendra Kumar	Scientist-D	To conduct trainings/ seminars and other Extension and education programmes. Preparation and execution of research and extension projects.
	5. Sh. Rambir Singh	Scientist-D	To conduct trainings/ seminars and other Extension and education programmes. Preparation and execution of research and extension projects.
	6. Sh. Ajay Gulati	A.C.T.O.	Managerial work in different research, extension and educational activities.
	7. Sh. Vijay Kumar	A.C.F.	Managerial work in different research, extension and educational activities.
	8. Shr. Preet Pal Singh	Dy. Ranger	Assistance in managerial work in different research, extension and educational activities.
	9. Smt. Rajni Duggal	Section Officer	Supervision of Office & dealing with official documents under official procedure
	10. Sh. Ramesh Singh	Assistant	Drafting of official documents including

			letters, noting and maintenance of files with their systemization with other office procedures.
	11. Sh. Khima Nand	Tech. Assistant	Working as Store keeper and maintain the divisions store
	12. Smt. Durga Devi	LDC	Dairy & Dispatch
	13. Sh. Chandra Mohan		Office maintenance, files movement and letters, etc. distribution in FRI and ICFRE.
	14. Sh. Yatharth Dulgacha	MTS	Maintenance of Cash account and assistance in training programs organized in FRI Campus or outside also
	15. Sh. Manish Kumar	MTS	Distribute the Dak, helping in training programme organized in FRI Campus or outside also.
2. Financial /Administrative power of an employee in your division	Rs. 25000/- Sanction power of Head, Extension Division (Conditional)		
3. Procedure to be followed, decision making including supervision and accountability	Consumable items costing below Rs. 25000/- (Conditional)		
4. Statement of categories of documents that are held by it or under its control	NIL		
5. Consultancy work carried out in your division	Free consultancy to Farmers, Students, NGO's, SHGs.		
6. Directory of employees with name, designation and telephone number	Telephone Directory of the Institute is being uploaded separately. (Uploaded on Website)		
7. Budget allocated during the current year for different projects and expenditure incurred	<b>Project</b>	<b>Allotment (Rs. in Lakh (2019-2020))</b>	<b>Expenditure (Rs. in Lakh) (up to April 2019 to September, 2019)</b>
	Development of Kachnar ( <i>Bauhinia variegata</i> ), Bhimal ( <i>Grewia optiva</i> ) and Kadam ( <i>Anthocephalus cadamba</i> ) base agroforestry models on farmers land under rain fed condition in Uttarakhand	3.120	0.488
	Development of <i>Gmelina arborea</i> and <i>Embllica officinalis</i> based agroforestry models on fellow land s of farmers in Uttarakhand	4.24	2.034
	Livelihood improvement through sustainable utilization of <i>Grewia optiva</i> (bhimal) in Uttarakhand	2.33	1.41
8. Particulars of facilities to citizens and for public use	Forestry Help Line No. 01352752686		