

1.	Maintenance of all records in a manner and the form which facilities the right to information under this Act.	Enclosed as annexure 2	
	List of files		
2.	Functions and duties of each employees working your division	Dr. A.K. Tripathi, Registrar, FRIDU	<p>As Scientist - Exercising the Administrative and Financial powers delegated to him by the Director General, ICFRE, Dehradun as per ICFRE Compendium.</p> <p>As Registrar & Finance officer, FRIDU - To make arrangements for admission and supervise the M.Sc. and Ph.D. Entrance examinations & Interviews conducted by the University at different centers all over India. To issue notices, agenda and minutes preparation and to convene the meetings of Board of Management, Academic Council, Research Degree Committee, Finance Committee, Scholarship Committee, Joint Admission Committee. To arrange the compulsory course classes of Ph.D. scholars. Hostel allotment, infrastructure development & maintenance. To arrange all the steps involved from the thesis submission to the holding of viva voce board meetings. To make the arrangement for Project trainees in their placement in different divisions. To arrange the sports activities for the students. Being the PIO of the University, to provide information under RTI act. Being DDO, FRI Deemed to be University, besides account related work also to prepare annual estimates and statements of accounts for submission to the Finance Committee.</p>
		Smt. Rekha Rani, Under Secretary	Supervision of all staff
		Smt. Bharti Anand, Section officer	Supervise all the work related to Ph.D. section
		Sh. Ganesh Ram, Assistant	Deal all accounts matter
		Sh. L.S. Yadav, Assistant	Maintain stores of the University
		Sh. Munna Lal, Assistant	Working as cashier of the University
		Sh. Chhabi Lal, MTS	Maintain all records of the Admin. Section
		Sh. Suraj Prasad, MTS	Working as Care taker of all Hostels of the University

		Sh. Pankaj Vedwal, Technician	Maintaining all records of the M.Sc. students and also dealing all Project Training works
		Ms. Renu Thapa, MTS	Maintaining all records of Ph.D. scholars
		Sh. Manish Verma, Technician	Looking after all plumbing work of the Hostels and Admin. Block of the University
3.	Financial/Administrative power of an employee in your division	According to ICFRE & UGC norms.	
4.	Procedure to be followed, decision making including supervision and accountability	All administrative decisions are taken at University level by Director, FRI & Vice Chancellor, FRI (Deemed to be University).	
5.	Statement of categories of documents that are held by it or under its control	Files are maintained subject-wise (List attached)	
6.	Consultancy work carried out in your	NIL	
7.	Directory of employees with name, designation and telephone number	Dr. A.K. Tripathi, Registrar, FRIDU	0135-2751826 0135-2224439
		Smt. Rekha Rani, Under Secretary	0135-2224607
		Smt. Bharti Anand, Section officer	0135-2224329
		Sh. Ganesh Ram, Assistant	0135-2224495
		Sh. L.S. Yadav, Assistant	0135-2224607
		Sh. Munna Lal, Assistant	0135-2224328
		Sh. Chhabi Lal, MTS	0135-2224495
		Sh. Suraj Prasad, MTS	0135-2224376
		Sh. Pankaj Vedwal, Technician	0135-2224495
		Ms. Renu Thapa, MTS	0135-2224329
		Sh. Manish Verma, Technician	0135-2224376
8.	Budget allocated during the current year for different projects and expenditure incurred	Budget is not allocated, but all the expenses are met out from the fees collected from students & Ph.D. scholars.	
9	Particulars of facilities available to citizens and for public use	Residential accommodation, Library, Hostels, Auditorium, Seminar Halls, Bank, Hospital, Post Office, Kendriya Vidyalaya, Museums (06), NCCF shop, CCTV cameras, Basketball Courts, Volleyball Courts, Badminton Courts, Tennis Courts, Table Tennis Court, Football and Cricket grounds, Indoor sports facilities including gymnasium, Local transport facility for general public	

and No. 01 (Establishment)

File Head	Description
F. No. 1-1/2003-FRIDU	Reg. Board of Management
F. No. 1-1/2007-FRIDU	regarding Contractual Worker in MoEF&CC
F. No. 1-1/2010-FRIDU	Correspondence reg. Inquiry of Shisham Hostel Students
F. No. Misc./2007-FRIU	Reg. Mobile Phone Expenses
F. No. 1-1/2014-FRIDU	Reimbursement of Mobile Charges of President, Students Club, FRIDU
F. No. 1-2/Dean (A)/2003-FRIDU	IPR Awareness Programme
F. No. 1-3/2010-FRIDU	Accreditation of FRIDU by ICFRE
F. No. 1-3/2011-FRIDU	UGC Regulations 2010
F. No. 1-3/2014-FRIDU	UGC Regulations
F. No. 1-3/2015-FRIDU	Implementation of CBCS at FRIDU
F. No. 1-3/2015-FRIDU	Correspondence reg. UGC & Rajya Sabha Parliament Question & Others
F. No. 1-3/2016-FRIDU	Disposal of Radio active and other hazardous material/chemical
F. No. 1-3/2017-FRIDU	Internal Quality Assurance Cell of FRIDU
F. No. 1-3/2016-FRIDU	Develop green campus under development of solar cities
F. No. 1-5/2004-FRIDU	Grant of Scholarship to the M.Sc. students
F. No. 1-8/2010-FRIDU	General Correspondence of AIU
F. No. 1-9/2011-FRIDU	Meeting of Academic Council (MoU)
F. No. 1-16/1996-FRIDU	Regarding Annual Report
F. No. 1-18/1996-FRIDU	ACR's reports
F. No. 1-23/2018-FRIDU	Draft Note for Cabinet for establishment of University of innovation
F. No. 1-28/2000-FRIDU	Board of Studies of students of FRIDU
F. No. 1-33/2006-FRIDU	Correspondence reg. reservation of OBC's
F. No. 1-33/2006-FRIDU	Writing of Ph.D./M.Sc. Degrees Certificates
F. No. 1-40/2007-FRIDU	EDUSAT Distance Learning
F. No. 1-41/2008-FRIDU	Correspondence reg. DEFRA Project
F. No. 1-43/2008-FRIDU	Reg. reorganization certificate course in Forestry for Forest Rangers equivalent to B.Sc.
F. No. 1-46/2009-FRIDU	O&M inspection of FRIDU
F. No. 1-48/2009-FRIDU	Admission in M.Sc. courses
F. No. 1-50/2010-FRIDU	Employment for the faculty for the course Pulp & Paper
F. No. 1-51/2010-FRIDU	Reg. Pulp & Paper course
F. No. 1-55/2010-FRIDU	Reg. Grievance Redressal Cell for Women & SC/ST/OBC and Student Welfare, FRIDU & Sexual Harassment Cases
F. No. 1-57/2010-FRIDU	Correspondence reg. NAAC of FRIDU
F. No. 1-58/2010-FRIU	Correspondence for FRIDU for Institution of Excellence
F. No. 1-59/2011-FRIDU	Reg. Opening of Statistical Lab. (Product of SPSS)
F. No. 1-60/2011-FRIDU	Parliament Question-2011, FRIDU
F. No. 1-62/2011-FRIDU	Developing Specialization in IFS/IGNFA
F. No. 1-64/2011-FRIDU	reg. Correspondence in respect of other Universities/Institution
F. No. 1-65/2011-FRIU	Regarding Workshop Organized By the Institute of Technical Teacher's Training And Research, On Wood Technology From 7-8 th December, 2011
F. No. 1-66/2011-FRIU	Invitation to deliver guest lecture to the M.Sc. students and Ph.D. scholars of FRIDU
F. No. 1-68/2017-FRIU	Hiring of Senior Advocate in the court case of Sh. G.S. Rawat

No. 1-68/FRIDU/2011	Reg. Payment of Bills of Advocate in the Court Case of Sh. G.S. Rawat, IFS
F. No. 1-70/2012-FRIDU	Reg. Student welfare and disability committee
F. No. 1-71/2014-FRIDU	Chair of Excellence
F. No. 1-72/2012-FRIDU	Notification of UPSC for IFS Examination-2012
F. No. 1-79/2012-FRIDU	MoU between ICFRE & UPES
F. No. 1-80/2012-FRIDU	Engagement of Faculty at FRIDU
F. No. 1-80/2018-FRIDU	Engagement of Junior Consultant on Contract Basis
F. No. 1-83/2013-FRIDU	Engagement of Junior Consultant on Contract Basis
F. No. 1-83/2013-FRIDU	Reg. Inclusion of proficiency course in French & German Foreign Language for M.Sc. & Ph.D. Students
F. No. 1-84/2013-FRIDU	Designation of Internal Faculty of FRIDU
F. No. 1-85/2013-FRIDU	MoU with Swedish University of Agriculture Sciences (SLU) Uppsala Sweden
F. No. 1-87/2014-FRIDU	Visit of H.E. Mr. Alexis Kande Mupompa, Governor of Congo
F. No. 1-90/2014-FRIDU	Reg. MoU with TERI University, New Delhi
F. No. 1-91/2015-FRIDU	Construction Plan for FRIDU by ICFRE
F. No. 1-92/2015-FRIDU	Quantitative and Quantitative Uplifting of FRIDU
F. No. 1-93/2015-FRIDU	Correspondence regarding MoU with Kasetsart Univeristy, Thailand
F. No. 1-94/2015-FRIDU	Monitoring of Court Cases in MoEF&CC
F. No. 1-97/2016-FRIDU	Establishment of off-campus centres of FRIDU
F. No. 1-98/2016-FRIDU	Correspondence reg. PMKVY
F. No. 1-99/2016-FRIDU	Creation of Post in FRIDU
F. No. 1-100/2016-FRIDU	Reg. Indo African Collaboration in Forest Education
F. No. 1-101/2016-FRIDU	Equivalent Certificate of M.Sc. Environment Management as M.Sc. Environment Science
F. No. 1-102/2017-FRIDU	Creation of Central Forestry University by converting of FRIDU (File lying with Director, FRI since long)
F. No. 1-103/2017-FRIDU	Future Growth Plan of FRIDU vision 2030
F. No. 1-104/2018-FRIDU	Court Case of Dr. Hillaluddin
F. No. 1-105/2018-FRIDU	Proposal for BOG meeting of ICFRE-management structure of FRIDU

Head No. 02 (Accounts)

File Head	Description
F. No. 2-1/2015/FRIDU	Forest Advance to the Hostel Warden of FRIDU
F. No. 2-1/2016/FE/ICFRE	Correspondence reg. Grant in aid Under Forestry Education, ICFRE
F. No. 2-8/2015/FRIDU	Audit Correspondence of FRIDU
F. No. 2-11/2014/FRIDU	Correspondence reg. Finance Committee of FRIDU
F. No. 2-13/2007/FRIDU (A/S)	Payment of Rest House Bills on a/c of visit of guests of FRIDU
F. No. 2-15/2008-A/S-FRIDU	Correspondence reg. IFRIS Project at FRI

ad No. 03 (Stores)

File Head	Description
F. No. 3-1/2009-FRIDU	Correspondence reg. Refund of Fee
F. No. 3-2/2013-FRIDU	Correspondence reg. Fee Notice
F. No. 3-3/2015-FRIDU	Purchase of Stationery
F. No. 3-4/2007-FRIDU	Printing of Information Bulletin and Payment of Bill
F. No. 3-5/2003-FRIDU	Reg. Store No Dues
F. No. 3-6/1996-FRIDU	Correspondence reg. Verification of Stores
F. No. 3-7/2008-FRIDU	Purchase of Gas Cylinder of Hostel
F. No. 3-8/2006-FRIDU	Maintenance of Vehicle
F. No. 3-9/2007-FRIDU	Purchase of Photo Copier Machine Toner
F. No. 3-10/2003-FRIDU	Maintenance of Bus
F. No. 3-11-FRIDU	Purchase of Store Items
F. No. 3-12/2003-FRIDU	Maintenance of Building
F. No. 3-13/2013-FRIDU	Telephone Bills
F. No. 3-14/2007-FRIDU	Electric Bills
F. No. 3-15/2008-FRIDU	Transfer of Store Items
F. No. 3-16/2010-FRIDU	Purchase of Generator Set, UPS, Battery and Voltage Stabilizers
F. No. 3-17/2016-FRIDU	Purchase of furniture (Chair, Tube, Bed, File Cabinet, etc.)
F. No. 3-18/2007-FRIDU	Purchase of TV and Camera
F. No. 3-19/2016-FRIDU	Purchase of Computer Printer items
F. No. 3-20/2003-FRIDU	Purchase of Conference system
F. No. 3-21/2007-FRIDU	Purchase of Notice Board/White Board
F. No. 3-22/2003-FRIDU	Purchase of Crockery
F. No. 3-23/2015-FRIDU	Purchase of Water Coolers
F. No. 3-24/2002-FRIDU	Purchase of doormats, curtains, mattresses item
F. No. 3-25/2003-FRIDU	Purchase of Heat Pillars
F. No. 3-26/2003-FRIDU	Purchase of Academic Gowns
F. No. 3-27/2007-FRIDU	Purchase of Medals/Mementoes
F. No. 3-28/2007-FRIDU	Purchase of Fire Extinguishers
F. No. 3-29/2007-FRIDU	Purchase of Bag/Briefcase
F. No. 3-30/2007-FRIDU	Purchase of Ties
F. No. 3-31/2008-FRIDU	Purchase of Grass Cutter Machine
F. No. 3-32/2009-FRIDU	Correspondence reg. Franking Machine
F. No. 3-33/2011-FRIDU	Correspondence reg. Trade Tax FRIDU
F. No. 3-34/2012-FRIDU	Correspondence reg. Mandays Labour
F. No. 3-35/2010-FRIDU	Chair of Excellence
F. No. 3-36/2013-FRIDU	Purchase of Electrical Items
F. No. 3-37/2007-FRIDU	Correspondence reg. Misc. Items
F. No. 3-38/2017-FRIDU	Correspondence reg. CCTV Camera
F. No. 3-39/2017-FRIDU	M.Sc./Ph.D. Degree Folder
F. No. 3-40/2015-FRIDU	Correspondence reg. Refreshment
F. No. 3-41/2010-FRIDU	Correspondence reg. Garbage
F. No. 3-42/2013-FRIDU	Forest Advance reg. Day to Day
F. No. 3-43/2017-FRIDU	Project Training Allotment
F. No. 3-44/2017-FRIDU	CTE Vigilance Quarterly Report
F. No. 3-45/2017-FRIDU	Forest Advance Hospitality
F. No. 3-46/2018-FRIDU	Dizire and Bolero
F. No. 3-47/2013-FRIDU	Hindi Quarterly Report
F. No. 3-48/2017-FRIDU	Correspondence reg. Annual Sports Meet

No. 3-49/2008-FRIDU	Purchase of Overhead Projector/LCD/DLP
No. 3-50/2019-FRIDU	Correspondence reg. Misc. Bill
F. No. 3-51/2002-FRIDU	Correspondence reg. Audit Memo
F. No. 3-52/2012-FRIDU	Correspondence reg. Tata Sky
F. No. 3-53/2013-FRIDU	Indian Forester Bill
F. No. 3-54/2010-FRIDU	Misc. Correspondence

Head No. 04 (Right to Information 2005 & Building Related Matter)

File Head	Description
F. No. 4-1/2005-FRIDU	RTI File (Part-1 to 8) + Register
F. No. 4-5/2009-FRIDU	Reg. Tariff of the rooms
F. No. 4-8/2008-FRIDU	Hostel Warden of FRIDU
F. No. 4-9/2018-FRIDU	Complaint of Dr. Hillaluddin

Head No. 05 (M.Sc. Entrance Examination & Students File)

File Head	Description
F. No. R-IV/2003-FRIDU to till date	M.Sc. Entrance Examination Files
F. No. 5-3/1996-FRIDU	Students Personal Files
F. No. 5-3/2006-FRIDU	Release of stipend to the students

Head No. 06 (Miscellaneous)

File Head	Description
F. No. 6-9/1996-FRIDU	Regarding Election Duty
F. No. 6-12/2007-FRIDU	Railway concession for FRIDU students
F. No. 6-18/2007-FRIU	Correspondence Reg. University Buses
F. No. 6-21/2007-FRIDU	Printing of Identity cards to the M.Sc. students and Ph.D. scholars of FRIDU
F. No. 6-22/2008-FRIDU	Details of Kashmiri and Nepali students and Ph.D. scholars of FRIDU
F. No. 6-25/2010-FRIDU	Regarding surprise checking
F. No. 6-27/2013-FRIDU	Regarding orders of Medical facilities to the ICFRE employees
F. No. 6-36/2015-FRIDU	Correspondence Reg. CAMPA Project of MoEF&CC

Head No. 07 (Seminar, Meeting, Workshop & Fellowship)

File Head	Description
F. No. 7-1/Misc./Ph.D./2010-FRIDU	Misc. Correspondence reg.
F. No. 7-18/2008-FRIDU	Correspondence reg. Alumni Association of FRIDU
F. No. 7-19/2007-FRIDU	Reg. National Conference on "Application & Trends in Data Warehousing Data Mining & Data Modeling (9-10 Feb., 2008)
F. No. 7-20/2009-FRIDU	Reg. 2-3 months Training Course on "Timber Grading" and "Timber Testing" for J&K, S.F.C. Jammu
F. No. 7-23/2013-FRIDU	Sansthan Geet
F. No. 7-23/2014-FRIDU	Reg. National Forest Archives, NFLIC, FRI
F. No. 7-24/2012-FRIDU	Collaboration with FRIDU – request from Beehive College of Advance Studies, Dehradun
F. No. 7-25/2012-FRIDU	o/o the Registrar, FRIDU Reg. MCT Training for IFS officers
F. No. 7-26/2012-FRIDU	9 th International Junior Forest Contest held on 11-15 Sept., 2012 at Moscow
F. No. 7-27/2012-FRIDU	Reg. ICIMOD (Himalayan University Consortium HUC)
F. No. 7-28/2012-FRIDU	Celebration of Himalayan Day
F. No. 7-29/2012-FRIDU	Fellowship Award for the Topper of M.Sc. (WST) Course of FRIDU
F. No. 7-30/2014-FRIDU	Essay Competition of M.Sc. (F) Students of FRIDU
F. No. 7-31/2014-FRIDU	Live Lecture facilities through video conferencing UGC-CEC
F. No. 7-33/2014-FRIDU	Establishment of "Sh. P.C. Gupta Memorial Award in the field of Plant Taxonomy" For the student of FRIDU
F. No. 7-35/2015-FRIDU	National Conference on Monitoring & Management of Drinking Water Quality (26 th -28 th Dec. 2015) at UCOST, Dehradun
F. No. 7-37/2016-FRIDU	Reg. Registration for Revolutionary Skill Assessment
F. No. 7-38/2017-FRIDU	Proposal for JICA Project
F. No. 7-40/2019-FRIDU	Correspondence reg. Grant of Scholarship o the Students of M.Sc. Cellulose & Paper Technology (Proposal of Star Mill Pvt. Ltd., Saharanpur)

Head No. 08 (Staff Personal Files)

File Head	Description
F. No. 8-5/1997-FRIDU	Personal File of Sh. Suraj Prasad
F. No. 8-6/2007-FRIDU	Personal File of Sh. Ganesh Ram
F. No. 8-7/2007-FRIDU	Personal File of Sh. L.S. Yadav
F. No. 8-20/2007-FRIDU	Personal File of Sh. Munna Lal
F. No. 8-38/2010-FRIDU	Personal File of Dr. A.K. Tripathi
F. No. 8-39/2011-FRIDU	Personal File of Sh. Pankaj Vedwal
F. No. 8-42/1999-FRIDU	Personal File of Smt. Bharti Anand
F. No. 8-46/2003-FRIDU	Personal File of Sh. Chhabi Lal
F. No. 8-61/2005-FRIDU	Personal File of Dr. Pratima Patel
F. No. 8-70/2014-FRIDU	Personal File of Ms. Renu Thapa
F. No. 8-72/2015-FRIDU	Personal File of Dr. Shweta B. Kukreti
F. No. 8-74/2016-FRIDU	Personal File of Dr. Vipin Prakash
F. No. 8-75/2017-FRIDU	Personal File of Smt. Amita Bahuguna
F. No. 8-77/2018-FRIDU	Personal File of Ms. Meenakshi Sati
F. No. 8-78/2019-FRIDU	Personal File of Smt. Rekha Rani
F. No. 8-79/2019-FRIDU	Personal File of Sh. Manish Verma

Head No. 09 (Courses & Reports)

File Head	Description
F. No. 9-3/2010-FRIDU	Correspondence Reg. M.Sc. Forestry Course
F. No. 9.1/P.G.Dip /C&P/2007-FRIDU	Study Tour of Students of PG Diploma in Pulp & Paper Technology
F. No. 9-10/2016-FRIDU	Proposal for Foreign Nationals for M.Sc. course at FRIDU (Ethiopian students)
F. No. 9-10/2011-FRIDU	Proposal of Govt. of Mauritius (Min. of Agro-Industry & Food Security) for M.Sc. (F) Course at FRIDU
F. No. 9-17/2010-FRIDU	Reg. Gross misconduct, matter
F. No. 9-20/2003-FRIDU	Property Return
F. No. 9-21/2010-FRIDU	Correspondence reg. MoU with the Institute of Forestry, Pokhara, Nepal
F. No. 9-22/2010-FRIDU	Correspondence Reg. Nation Mission on Education through Communication Technology (NME-CIT)
F. No. 9-24/2014-FRIDU	SAARC-FRI Scholarship File
F. No. 9-25/2011-FRIDU	Correspondence reg. MoU with Georg-August-University Gottingen, Germany
F. No. 9-26/2011-FRIDU	Correspondence reg. Tetra Tech for on Call Partner in USAID/INDIA-Forest Plus
F. No. 9-31/2012-FRIDU	Correspondence reg. recruitment of Faculty in State Agriculture Universities in Forestry
F. No. 9-32/2012-FRIDU	Correspondence reg. FRI Visiting Scientist Programme/Chair
F. No. 9-33/2013-FRIDU	Correspondence reg. MoU between Karnataka Biotechnology and Information Technology Services forwarded by Dr. M.H. Swaminath
F. No. 9-34/2013-FRIDU	Reg. equating M.Sc. Forestry degree of FRIDU with M.Sc. Forestry degree of Kerala Agricultural University
F. No. 9-35/2013-FRIDU	International Cooperation Syllabus of Forestry & Environment Management
F. No. 9-36/2014-FRIDU	MoU with UBC and FRIDU
F. No. 9-38/2016-FRIDU	TSFD-FCA-Establishment of Forest College and Research Institute (FCRI) in Telangana at Mulugu
F. No. 9-39/2018-FRIDU	Correspondence reg. Tailor made courses/training programmes for SAARC and South East Asian Nations at FRI
F. No. 9-39/Myan-FRIDU-2018	Admission of Myanmar Nationals in M.Sc. Programmes/Short Term Training at FRIDU
F. No. 9-40/Bhutan/2018-FRIDU	Admission of Bhutan Nationals in M.Sc. Programmes at FRIDU
F. No. 9-41/2019-FRIDU	Starting new M.Sc. courses in Urban Forestry
F. No. 9-42/2019-FRIDU	One year Diploma course in Taxonomy and Taxidermy
F. No. 9-43/2019-FRIDU	Opening of B.Sc. Forestry course at FRIDU

Head No. 10 & 11 (Issue of Identity Cards to M.Sc. Students and Ph.D. Scholars)

File Head	Description
F. No. 10-1/2007/FRIDU	Reg. Issue of I Cards to the M.Sc. students
F. No. 11-1/2007/FRIDU	Reg. Issue of I Cards to the Ph.D. Scholars

Head No. 14 (BSNL bill of Broad Band)

File Head	Description
F. No. 14-1/2007/FRIDU	Correspondence reg. payment of BSNL bill of broad band install in hostels of FRIDU
F. No. 14-2/2011/FRIDU	Provisioning of IGbps connectivity to universities under NMEICT project

Head No. Trg./SI/FRIDU (Dissertation of Graduate and Post Graduate students)

File Head	Description
F. No. Trg./SI/2005-DUC	Correspondence reg. Rebate of 50% Fees for Wards of ICFRE Employees
F. No. FRI/DU/Trg.2007-	Correspondence reg. Training for Group Students of Various Organizations at FRI
F. No. Trg./SI/2007-FRIDU	Correspondence reg. Training of Graduate students
F. No. Trg./SI/2007-FRIDU	Correspondence reg. Training of Post Graduate students
F. No. Trg./SI/2007-FRIDU	Correspondence reg. Training of Foreign Nationals Graduate students
F. No. Trg./SI/2009-FRIDU	Correspondence reg. Use of Laboratory for project training/dissertation by the Ph.D./M.Phil scholars of other Universities/Institutions

Head No. 27 (Allotment of Visiting Scientist Hostel Flats of FRIDU & Sandalwood Hostel)

File Head	Description
F. No. 27-1/2010-FRIDU	Electric Bills of Visiting Scientist Hostel
F. No. 27-1/2010-FRIDU	Allotment of Visiting Scientist Hostel Flats of FRIDU
F. No. 27-1/2010-FRIDU	Allotment of Visiting Scientist Hostel Rooms of FRIDU
F. No. Trg./SI/2013-FRIDU	Correspondence reg. Project Training
F. No. 27-1/2014-FRIDU	Allotment of Flat to Mrs. Meeru Srivastava
F. No. 27-1/2014-FRIDU	Conversion of New Rosewood Hostel (Block-D) to Boys Hostel
F. No. Dis./XIXth CFC-2017-FRIDU	Meeting for XIX CFC-2017 & World Environment Day 2017 Volunteers

Ph.D. Related files

File No.	Correspondence subject
Ph.D. Entrance Test	
No. R-5/Ph.D./2008-FRIDU	Ph.D. Eligibility Test
No. R-5/Ph.D./2009-FRIDU	Ph.D. Eligibility Test
No. R-5/Ph.D./2010-FRIDU	Ph.D. Entrance Test
No. R-5/Ph.D./2011-FRIDU	Ph.D. Entrance Test (Part -1, 2 & 3)
No. R-5/Ph.D./2012-FRIDU	Ph.D. Entrance Test (Part -1, 2 & 3)
No. R-5/Ph.D./2013-FRIDU	Ph.D. Entrance Test (Part -1, 2 & 3)
No. R-5/Ph.D./2014-FRIDU	Ph.D. Entrance Test (Part -1, 2 & 3)
No. R-5/Ph.D./2015-FRIDU	Ph.D. Entrance Test (Part -1, 2 & 3)
No. R-5/Ph.D./2016-FRIDU	Ph.D. Entrance Test (Part -1, 2 & 3)
No. R-5/Ph.D./2017-FRIDU	Ph.D. Entrance Test (Part -1, 2 & 3)
No. R-5/Ph.D./2018-FRIDU	Ph.D. Entrance Test (Part -1, 2 & 3)
No. R-5/Ph.D./2019-FRIDU	Ph.D. Entrance Test (Part -1, 2 & 3)
INFLIBNET	
No. 1-3/2016-FRIDU	MoU between INFLIBNET (an autonomous Inter university center of UGC) & FRI Deemed University for joining Shodhganga/ Shodhgangotri)
Research Degree Committee	
No. 7-9/2003-DUC	Correspondence regarding General Meeting of RDC (Part -I)
No. 7-9/2006-DUC	Correspondence regarding General Meeting of RDC (Part -II)
No. 7-9/2007-FRIU	Correspondence regarding General Meeting of RDC (Part -III)
No. 7-9/2009-FRIU	Correspondence regarding General Meeting of RDC (Part -IV)
No. 7-9/2011-FRIDU	Correspondence regarding General Meeting of RDC (Part -V)
No. 7-9/2013-FRIDU	Meeting of RDC of FRIDU (Part -VI)
No. 7-9/2015-FRIDU	Meeting of RDC of FRIDU (Part -VII)
No. 7-9/2016-FRIDU	Meeting of RDC of FRIDU (Part -VIII)
No. 7-9/2019-FRIDU	Meeting of RDC of FRIDU (Part -IX)
Research Advisory Committee	
No. 1-9/RAC/Acd. Council/2005	R.A.Cs Orders file (Discipline-wise standing RACs)
No. 1-9/RAC/Acd. Council/2010	R.A.Cs Orders file (Discipline-wise standing RACs)
No. 1-10/2015-FRIDU	Correspondence regarding Research Advisory Committee (Discipline-wise standing RACs)
Compulsory Course Work	
No. 7-2/(Trg.)2004-DUC	Regarding Computer Application Statistical Analysis Course (Part-
No. 7-2/Ph.D.(Trg.)2009-FRIU	Ph.D. Course Work Forestry, Computer Application & Statistical Analysis
No. 7-2/ Ph.D. (Course)/2011-FRIDU	Ph.D. Compulsory Course on Basic Forestry, Computer Application & Statistics
No. 7-2/ Ph.D. (Course)/2012-FRIDU	Ph.D. Programme regarding Compulsory Course Work
No. 7-2/ Ph.D. (Course)/2013-FRIDU	Compulsory Course Work Ph.D. Programme 2013
No. 7-2/ Ph.D. (Course)/2014-FRIDU	Compulsory Course Work Ph.D. Programme 2014
No. 7-2/2015-FRIDU	Compulsory Course Work Ph.D. Programme 2015
No. 7-2/2016-FRIDU	Compulsory Course Work Ph.D. Programme 2016
No. 7-2/2017-FRIDU	Ph.D. Compulsory Course Work Ph.D. Programme 2017

No. 7-2/2018-FRIDU	Ph.D. Compulsory Course 2018
No. 7-2/2019-FRIDU	Ph.D. Compulsory Course 2019
Board of Management	
No. 1-1/2004-DU	Board of Management on 18.10.2004
No. 1-1/2004-FRIU	Meetings of Board of Management of FRI Deemed University
No. 1-1/2013-FRIDU	Meetings of Board of Management of FRI Deemed University
No. 1-1/2016-FRIDU	Meetings of Board of Management of FRI Deemed University
No. 1-1/2017-FRIDU	Meetings of Board of Management of FRI Deemed University
No. 1-1/2018-FRIDU	Meetings of Board of Management of FRI Deemed University
No. 1-1/2019-FRIDU	Meetings of Board of Management of FRI Deemed University
Personal files of Registered Ph.D. Scholars of Ph.D.	Enrolment No. 08PHD01 to 18PHD928 including awarded
Personal files of Ph.D. Scholars of Ph.D. Degree awarded	Sl. No. 01 to 922
Academic Council	
No. 1-9/2002/DU	Correspondence regarding Academic Council
No. 1-9/2003DU	Correspondence regarding Academic Council
No. 1-9/2007-FRIU	Correspondence regarding Academic Council
No. 1-9/2009-FRIDU	Meeting of Academic Council of FRIDU
No. 1-9/2012-FRIDU	Academic Council Meeting File
No. 1-9/2013-FRIDU	Meeting of Academic Council
No. 1-9/2015-FRIDU	Meeting of Academic Council
No. 1-9/2016-FRIDU	Meeting of Academic Council
No. 1-9/2017-FRIDU	Meeting of Academic Council
No. 1-9/2018-FRIDU	Meeting of Academic Council
No. 1-9/2019-FRIDU	Meeting of Academic Council
Miscellaneous	
No. 7-1/Misc./2002-FRIDU	Miscellaneous correspondence regarding
Creation of Research Center	
No. 1-21/98-DUC	Regarding Creation of Research Center
No. 1-21/2011-FRIDU	Regarding Creation of Research Center for Ph.D. Programme
Ph.D. Degree file	
No. 1-26/2005-DU/Ph.D.	Ph.D. Degree
No. 1-6/2009-DU/Ph.D.	Ph.D. Degree
Rajya Sabha	
No. 1-3-2016-FRIDU	Correspondence of Ph.D. Degree of awarded to IFS officer by the FRIDU (UGC+ Rajya Sabha Questions (Part -II))
Scholarship	
No. 7-1 (C)/2015-FRIDU	Research Fellowship CSIR/ UGC/ DST
Thesis send to Central library	
No. 7-1(46)/2002-DUC	Thesis Transferred to Central Library & Concerned Divisions
No. 7-2(1)/2013/Ph.D/DU	Correspondence regarding Ph.D. Drafts received from Students & Forwarded to FRIDU
Honorarium	
No. 7-1 (C)/ Honorarium/2011-FRIDU	Pre-Receipt Vouchers Evaluation of thesis

Name of Division

Dean (Academics), Forest Research Institute (Deemed to be University)

1.	Maintenance of all records in a manner and the form which facilities the right to information under this Act.	Enclosed as annexure 1	
	List of files		
2.	Functions and duties of each employees working your division	Dr. H.S. Ginwal Dean (A)	Exercising the Administrative and Financial powers delegated to him by the Director General, ICFRE, Dehradun as per ICFRE Compendium. As Dean (A) of the University possess over all control of academic and administrative.
		Dr. Pratima Patel Controller(Examination)	To control related all the activities.
		Ms. Amita Bahuguna Technician	Academic activities and attending students for grievances redresses. All official works related to Dean office.
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	Decisions are taken at University level by Dean (A) including supervision and accountability.	
5.	Statement of categories of documents that are held by it or under its control	Files are maintained subject-wise (List attached)	
6.	Consultancy work carried out in your	NIL	
7.	Directory of employees with name, designation and telephone number	Dr. H.S. Ginwal	0135-2752682
		Dr. Pratima Patel	0135-2224452
		Ms. Amita Bahuguna	0135-2224231
8.	Budget allocated during the current year for different projects and expenditure incurred	Budget is not allocated, but all the expenses are met out from the fees collected from students & Ph.D. scholars.	
9	Particulars of facilities available to citizens and for public use	Residential accommodation, Library, Hostels, Auditorium, Seminar Halls, Bank, Hospital, Post Office, Kendriya Vidyalaya, Museums (06), NCCF shop, CCTV cameras, Basketball Courts, Volleyball Courts, Badminton Courts, Tennis Courts, Table Tennis Court, Football and Cricket grounds , Indoor sports facilities including gymnasium, Local transport facility for general public	

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No	File Name	File Number
1	Personal file Shweta Bhatt Junior consultant in WST Course	No. 1-2/Dean(A)/SB/P/2015
	Personal file Dr. Amit Kumar Junior consultant in Foresry Course	No. 1-10/Dean(A)/AK-FOR/P/2018
	Personal file Dr. Meenakshi Sati consultant in Environment Management Course	No. 1-10/Dean(A)/MS-EM/P/2019
	CPT- Junior Consultant	No. 9-13/C&P/FRIDU/RAC/Ph.D/2017/292
	Dr. Kirti Chamling Rai Junior Consultant (Forestry)	No. 9-13/Dean(A)/KCR/Forestry/2019
2	Miscellaneous complaints Dean Office FRI(D) Universtiy	No. 2-1/Dean(A)/Misc. Compl. /2015
3	Foreign Visit	No. 2-3/Dean (A)/FRI Foreign Visit/2015/
4	Repair File	No. 2-4/Dean (A)/Misc./Repair/2015
5	MCT Project	No. 3-1/Dean (A)/ MCT/Finance Phase III/vol. III/2015
6	Forest Advance for Govt. Vehicle & Day to Day Expenses for Dean (A)	No. III-I/Dean(A)/2013/F.A
7	Forest Advance Mobile regarding	No 5-2/FA /Dean (A)/2009
8	Ganga Project	No. 9-1/Dean(A)/Ganga Project/2015
9	Confidential Dean office FRI (Deemed) university	No. 11-1/Dean (A)/Confidential (ACR)/2015
10	Driver File	No. 14-1/Dean(A)/Contractual (Driver)/2015
11	M.Sc. Forestry Syllabus Review	No. 15-1/Dean(A)/For-Syllabus Review/2015
12	M.Sc. CPT Syllabus Revision	No. 15-2/Dean (A)/CPT-Syll-Rev/2015
13	Forestry Syllabus	No. 15-5/Dean(A)/Forestry-Syll/2016
14	M.Sc. EM (Syllabus Review	No. 15-6/Dean (A)/Em-syll/Review/2016
15		
16	M.Sc. EM/Forestry/WST/CPT courses Batch (2013-2015)	NO. 17-3/Dean (A)/EM-B 2013-2015/2015
17	Establishment of staff Forest Research Institute (Deemed) University	No. 3-1/Dean (A)/Ests/2016
(A)	Annual Report FRIDU	No. 3-2/Dean (A)/Annual Report /2019
18	Semester Start from 7th July 2016	NO. 17-9/Dean (A)/Notice/2015/Pt-II/
19	MSc. Courses	No 17-16 /Dean(A)/ CPT (B) 2015-17/
20	Attendance Policy of FRIDU	No. 17-17/Dean(A)/WST/Attendance Policy/2016
21	International Co-operation Indo African Forum	No. 21-2/Dean(A)/Indo African Forum/2016
22	Recruitment Board ICFRE	No. 24-1/Dean (A) /Rec/B/2015
23	Regarding placement	No. 25-1/Dean (A)/ Placement/2016
24	Regarding Meetings	No. 26-2/Dean (A) /Meetings/2015
25	Incubation Cell	No. 26-1/Dean (A)/ IIM / 2015(Part-2)
26	Ms. Deepika DograTitle: Valuation of Cultural Eco-System Services in Mussoorie Land Scape	No. 30-1/Dean (A)/2016

27	DUC-FRI Website	No. 31-2/Dean (A)/DUC-Website/2016
28	No. 47-1/Dean(A)/Induction Tr. -16/	Induction Training (2016)Dean (A) Office, FRI (Deemed) University
29	Miscellaneous Dak	Dr. S.P.S. Rawat Dean (Academic)
30	Board of studies	M.Sc. WST
31	Forest Advance Examination Cell FRI (Deemed) University w.e.f 2016	No Dean (A) /Exam/2016
32	Cultural Progamme FRIDU (Student Club)	No. 17-20/Dean (A) WildlifeCell/2016
33	Correspondence regarding Govt. Vehicle No. UP 07-H-5125 Repair File	No. 33-1/Dean(A)/Govt.- Vehicle Rep.2016/
	Correspondence regarding Govt. Vehicle Dzire No. UK 07-GA-2370 Repair File	No. 33-2/Dean(A)/Govt.- Vehicle/2018
34	RTI	No. 46-1/Dean (A)/RTI/2016
35	Contractual basis of hostel staff	No. 2-12/Dean (A)/Contractual/Hostel/2016
36	Equivalent Certificate	No. 17-30/Dean (A) Equi.Certi/2016
37	Engagements of contractual staff (2)	No. 2-9/Dean(A)/Contractual/2016
38	Bio-data of External Faculty	No. 49-1/Dean (A)/Bio-data/2016
39	Transfer of Faculty	No. 23-1/Dean (A)/2015/ Transfer of Faculty
40	Academic Council Dean Office	No. 36-1/Dean(A)/Academic Council/2016
41	Visit of UGC Expert Committee 2016	No. 31-3/Dean(A) UGC/2016
42	Purchase	No. 52-1/Dean(A)/Purchase/2016/
43	Guidelines for Programme Coordinator, Faculty and students	No. 45-1/Dean (A)/Guidelines/2016
44	Ph D compulsory Courses Syllabus review	No. 54-1/Dean (A)/PhD. Syll. Review/2016
45	Equipment of Purchase	No. 52-2/Dean (A)/Equipment- purchase/2016
46	Purchase for CCTV camera	No. 42-3/Dean(A)/CCTV/2016
47	Organizing basic Forestry Training of ICFRE	No. 35-2/Dean (A)/BFT/2016
48	MOU-FRI-IIM KPV (Kashipur)	No. 55-1/Dean (A)/MOU-FRI-IIM/KPV/2016
49	Software Purchase	No. 52-1/Dean(A)/Purchase-software/2016
50	Online Courses of FRIDU	No. 56-1/Dean(A)/Online Courses/2016
51	Tour Dean (A) FRIDU	4-1/Dean(A)/Tour/2015
52	Meeting of Board of Management (Dean)	No.36-2/Dean(A)/Meeting of BM/2015-2016
53	Course Repeat & Make-Up Classes	57-1/Dean(A)/Course Repeat- Make up Classes/2016
54	Biometric Attendance System - Students	59-1/Dean/(A)/Biometric system/2017
55	Forest Advance Hospitality Allowance Dean (A)	No. 63-1/FA-HA/Dean (A)/2017
56	Printing of Folders	66-1/Dean(A)/Printing of Folders/2017
57	International Student Exchange (Sweden, Columbia)	No.65-1/Dean(A)/International Student E/2017/MOU
58	Student Club	No. 2-16/Dean(A)/Misc/Student Club/2017
59	New Telephone Connection	No. 2-4/Dean(A)/FRIDU/2015
60	New Programme FRIDU MBA in Forest resource Management M.Sc. Urban Forestry and Landscaping	No. 67-1/Dean (A)/NP (Forestry)/2018/

1	Circular	No. 68-1/Dean (A)/Circular/2018
		No. 2-20/Dean(A)/Circular/2018
62	Scholarship-QEIIDJ FRI (Deemed) University (Dean Office)	No. 8-1/Dean (A)/Scholarship-QEIIDJ/2015
63	Golbal Outlook on Forest Education	No. 39-1/Dean (A)/GLO. Edu/2016
64	Sexual Harassment	No. 25-85/Dean (A)/Sexual. H/2015
65	Personal File Dr. H.S. Ginwal, Dean	No. 1-4/Dean(A)/HSG/2016
66	Certificate issue to Dr. Sangita Pandila Asso. Prof.	No. 2-22/Dean (A)/Dr. S.P/2016
67	House Accomodation Contractual staff	No. 2-23/Dean (A)/House Cont. Emp./2018
68	Salary of Junior Consultant	No. 69-1/Dean (A)/Salary/2018
69	Viva Voce Ph.D. thesis	No. 44-1/Dean (A)/Viva-Voce/2016
	Ph.D Compulsory Course- 2018	No. 44-2/Dean (A)/Comp. Course/2018
70	Peer Review Team	No. 44-1/Dean (A)/PRT/2016
71	Lecture/Practical Schedule M.Sc.	No. 58-1/Dean(A)/Course Plan/M.Sc.-C&P/16II
71(a)	Course Plan CPT2	58-1/Dean (A) /CPT/course Plance/2019
	CPT- Tour File	No. 58-2/Dean(A)/Tour/CPT/2019
72	UGC Antirragging undertaking & Compliance	No. 2-24/Dean(A)/UGC Anti./2017
73	Notice- (June 2018 to December 2018)	NO. 17-9/Dean (A)/Notice/2018
74	Issuing Certificates/Appreciation letter-reg.	NO. 17-46/Dean (A)Certificate/2018
75	Interaction with Ph. D Scholars	NO. 17-46/Dean (A)/2015-2017/2015
76	Minuts of Meeting	No. 26-1/Dean (A)/Meeting/ 2015
77	Application of Students- Shortage of Attendance (CPT)	No. 17-42/Dean (A)/Attendance Record/CPT/2018
77 (a)	Application of Students- Shortage of Attendance (Forestry)	No. 17-42/Dean (A)/Attendance Record/CPT/2018
78	Student Blog - Regarding	No. 31-4/Dean(A)/Student Blog/2018
79	Medical Certificate of Students	No. 24-84/Dean (A)/M.C./2015
80	Application of Students- Shortage of Attendance (WST)	No. 17-42/Dean (A)/Attendance Record/WST/2018
81	Application of Students- Shortage of Attendance (Environment Management)	No. 17-42/Dean (A)/Attendance Record/EM/2018
82	Distance Education Courses FRI (Deemed) University, Dean Office	No. 5-1Dean (A)/Attendance Record/EM/2015
83	Incubation Cell (Deemed) University, Dean Office FRI	No. 6-1Dean (A)/FIC/2015
84	Establishment of Chairs (Deemed) University	No. 1-71/2014-FRIDU/Vol-II
	Chairs of excellence (Dean Office) file Part -I	No. IV-5/Chairs/Dean (A)/2015
	Chairs of excellence (Dean Office)	No. IV-5/Chairs/Dean(A)/2009
85(A)	Chairs of excellence Part-3	No. IV-5/Chairs/Dean(A)/2018
86	Attendance FRI (Deemed) University, Dean Office	
87	Warden (Girls Hostel) FRI Dean	No. 87/FRIDU/Dean (A)/2018
88	General Certificate - Dean Office	No. 88/FRIDU/Dean (A)/Gen.Cert./2018
89	General Sanction - Dean Office	
	Sanction and Purchase- Dean Office	No.89-1/San. & Pur./Dean(A)/2019
90	Miscellaneous Documents-Dean Office	No. 90/Dean (A)/Misc. Doc./FRIDU/2019
91	Word Environement Day	No. 62-1/Dean(A)/Envrionment day/2017
92	Stucture and Academic Changes in FRIDU	No.92-1/Dean (A)/SAC/FRIDU/2019
93	M.Sc. Urben Forestry	No.92-1 (A)/Dean (A)/UF/FRIDU/2020
94	Orientation Programme of M.Sc. Students (First Semester) Students	No. 93-1/Dean(A)/Orientation/FRIDU/2019