

Name of Division: FOREST BOTANY DIVISION

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: : Index attached

- i. List of Files of Office of Head, Forest Botany Division
- ii. List of Files of Wood Anatomy Discipline of division
- iii. List of Files of Systematic Botany Discipline of the division

2. Function and duties of each employees working in your Division

Dr. Anup Chandra  
Scientist-E & Head

Exercising the Administrative and Financial powers as Head of division  
Preparation and Execution of Research projects  
Teaching inputs in FRIDU for masters and Ph.D courses  
Supervision of Ph.D. and M.Sc. Dissertation  
Capacity building and other Research  
Extension activities  
Representative of FRI for various stakeholder meetings

Dr. Sangeeta Gupta  
Scientist-G

Coordinating visits of dignitaries, researchers, students to various conservatories of division  
Exercising the Administrative powers as In-charge, Wood Anatomy Discipline  
Preparation and Execution of Research projects  
Teaching inputs in FRIDU for masters and Ph.D courses  
Supervision of Ph.D. and M.Sc. Dissertation  
Consultancy on Wood Identification  
Coordinating visits of dignitaries, researchers, students to various conservatories of Discipline

Ms. Ranjana Negi  
Scientist-D

Preparation and Execution of Research projects  
Teaching inputs in FRIDU for masters courses  
Supervision of Ph.D. and M.Sc. Dissertation  
Capacity building and other Research  
Extension activities  
Coordinating visits of dignitaries, researchers, students to various conservatories of Discipline

Dr. P.K. Verma  
Scientist-B

Preparation and Execution of Research projects  
Teaching inputs in FRIDU for masters and Ph.D courses  
Supervision of Ph.D. and M.Sc. Dissertation  
Capacity building and other Research  
Extension activities  
Coordinating visits of dignitaries, researchers, students to various conservatories of Discipline

Shri Gopal Singh Bisht  
Sr. Technical Officer

Lab Maintenance (Retiring in November, 2019)

Smt. Suman Sharma  
Technical Officer

Responsibilities of upkeep of discipline conservatories /workshops and facilities.



		Provisioning support to the scientists and research works. Part of Research project teams to assist in research, collecting data and analysis. All official works related to HBD office Lab & Library Maintenance
	Shri B.M.Uniyal Technical Officer Shri Man Mohan Singh Bisht Technical Officer	Provisioning support to the scientists and research works. Maintaining inventories, purchase, condemnation of old and obsolete items, and keeping records of store of Systematic Botany Discipline
	Dr. Dheerendra Kumar Technical Officer Shri Satya Prakash UDC	Research Assistance, Supervision of both Xylarium and Laboratory-I equipments All works/correspondence related to office of Systematic Botany Discipline Maintenance of Office Records of the office of Discipline Maintenance of Leave Records of the Scientists of Discipline
	Shri Laxman Singh Technician Shri Amol Raut Technician (Artist)	Maintenance of Botanical Garden, Circular Garden and Arboretum of FRI Preparation of Scientific illustrations Graphic designing for Institute/ Council viz. Brochure, Logo Design, Banners for various events, short term training courses calendar, Newsletters etc.
	Shri Rajat Sharma Technician (Artist) Shri Manish Mall Technician Shri Sushil Kumar MTS	Art/Store Lab Maintenance General upkeep of the Discipline, dusting of furniture etc. Assisting in routine office work like diary, despatch etc., Carrying files and other papers within the building and delivering of dak (outside the building) Photocopying etc. Opening and closing of rooms.
	Shri Uma Shanker MTS	Physical up-keeping, maintenance, preservation of herbarium records of DD Herbarium. Any other work assigned by the superior authority.
	Shri Arun Kumar Bharti, MTS	Physical maintenance of records of the Discipline. Assisting in routine office work like diary, despatch, Photocopying etc. including on Computer. Opening and closing of rooms.

3. Financial/Administrative power of an employee in your division : According to the norms of ICFRE

4. Procedure to be followed, decision : Decisions are taken at Division level by Head Forest Botany Division including supervision and accountability.



making 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 division :
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.	S.N.	Name of Projects	Budget Allocated (in Lacs)	Expenditure incurred
	1	Molecular characterization of selected Medicinal Plants of Uttarakhand	5.50	3.58
	2	Revision of Osmaston's Forest Flora for Kumaon for Conservation and sustainable utilization	6.41 (4.37*)	1.30
	3	Revision of Kanjilal's Forest Flora of the Chakrata, Dehradun and Saharanpur Forest Divisions, Uttar Pradesh for conservation and sustainable utilization	5.41 (3.67*)	1.31
	4	SECURE Himalaya Project 'Skilled Development in Parataxonomy for Local Communities of Gangotri - Govind and Darma - Byans Valley of Uttarakhand'	5.65	3.82
	5	Characterization of Grassland Types of Uttarakhand and Eco-Distribution Studies	3.06	0.13 (Initiated 1 <sup>st</sup> October, 2019)

\*Funds released during current year

9. Particulars of facilities to citizens and for public use : Conservatories of Division
- Dehradun Herbarium (DD)
  - FRI Xylarium
  - Botanical Garden .

## OFFICE OF HEAD OF FOREST BOTANY DIVISION

HEAD -I	:	ESTABLISHMENT
HEAD -II	:	ACCOUNTS
HEAD -III	:	PERSONAL FILES
HEAD -V	:	BUILDING & MISCELLANEOUS
HEAD - VII	:	PUBLICATION & PUBLICITY
HEAD -VIII	:	TRAINING & EDUCATION
HEAD - IX	:	RESEARCH/TECHNICAL ENQUIRIES
HEAD - X	:	SEMINARS/CONFERENCE/ WORKSHOP
HEAD - XI	:	REVIEW/ REPORTS OF PROJECTS
HEAD - XII	:	MISCELLANEOUS



**HEAD – I                  ESTABLISHMENT**

<b>FILE NO.</b>	<b>SUBJECT</b>
<b>I-1 / HBD</b>	i. Office Order/Circulars/Memorandum ii. Charge Handing Over/Charge Taking over iii. Right to Information Act (RTI) iv. 7 <sup>th</sup> Pay Commission Matter
<b>I-2/ HBD</b>	Promotion / Transfer/ Retirement/ DPC/Vacant post
<b>I-5/ HBD</b>	Contractual Workers/NAAC
<b>I-6 / HBD</b>	Staff position of Botany Division / Work Measurement by Staff Inspection Unit
<b>I-7/HBD</b>	ACR of Group 'C'/Vigilance/Confidential
<b>I-8/ HBD</b>	APAR /Flexible Complementing Scheme
<b>I-9/HBD</b>	Seniority List

**HEAD –II ACCOUNTS**

<b>FILE NO.</b>	<b>SUBJECT</b>
<b>II-0/HBD</b>	Budget File / UC File
<b>II-1/ HBD</b>	Creation of Assets/Balance Sheet
<b>II-2/ HBD</b>	Immovable Property Return
<b>II-3/ HBD</b>	Cash Account
<b>II-5/HBD</b>	Tour Form/Tour Report
<b>II-7/HBD</b>	Audit /Accrual Basis

**HEAD –III                  PERSONAL FILES**

<b>FILE NO.</b>	<b>SUBJECT</b>
<b>III-6/HBD</b>	Personal File of DR. Sangeeta Gupta
<b>III-8/HBD</b>	Personal File of DR. Anup Chandra
<b>III-13/HBD</b>	Personal File of Mrs. Suman Sharma
<b>III-19/HBD</b>	Personal File of Ms. Ranjana Kumari Negi
<b>III-20/HBD</b>	Personal File of Dr. Praveen Kumar Verma



## HEAD –V            BUILDING & MISCELLANEOUS

FILE NO.	SUBJECT
V-1/HBD	Allotment of residential quarters and waiting list
V-2/HBD	Awards
V-3/HBD	Promotion of Union Language (Hindi)
V-4/HBD	Census – General Election
V-5/HBD	Correspondence regarding Telephone
V-6/HBD	Computers/Inventory/IT Items
V-7/HBD	Parliament Questions
V-8/HBD	Physical verification of stores
V-9/HBD	Stores/Requisition
V-10/HBD	Miscellaneous circulars/papers

## HEAD –VII            PUBLICATION

FILE NO.	SUBJECT
VII-1/HBD	Printing/ Publications/Screening/Vetting

## HEAD-VIII            TRAINING & EDUCATION

FILE NO.	SUBJECT
VIII-0/HBD	Training Courses ( STTC, Foreign Training, Computer Training etc)
VIII-1/HBD	Academic Council Meeting (FRI University)
VIII-2/HBD	FRI University /Circulars/Notifications/RA/SRF/JRF/PA/Grant-in Aid (FRI University)
VIII-4/HBD	Project Training –FRI University
VIII-6/HBD	i.RAC/RDC ii.Board of Studies



**HEAD – IX RESEARCH**

FILE NO.	SUBJECT
IX-1/HBD	Botanical Garden/VVK(City Centre) Museum / Central Nursery/Arboretum / Herbarium/ Xylarium/Bambusetum etc.
IX-3/HBD	Technical Enquiries

**HEAD –X CONFERENCE/SYMPOSIUM /WORKSHOP**

FILE NO.	SUBJECT
X-I /HBD	Miscellaneous Circulars regarding seminars/Talks Symposium /workshop/ Meeting/ Brain storming session

**HEAD – XI REPORTS/PROJECTS PROPOSALS**

FILE NO.	SUBJECTS
XI-1/HBD	Research projects
XI-2/HBD	Five year plan
XI-3/HBD/ XI-4/HBD	Research Advisory Group Meeting (RAG)/ Research Policy Committee Meeting (RPC)
XI-5/HBD	<ul style="list-style-type: none"> <li>i. Monthly Report</li> <li>ii. Quarterly Progress Report (QPR)</li> <li>iii. Annual Report</li> <li>iv. Annual review</li> <li>v. Half Yearly Progress Report</li> </ul>
XI-6/HBD	Six monthly interactive meeting of ICFRE & MOEF/ Directors Meet / Annual General Meeting/ Monthly Review Meeting
XI-7/HBD	Q.R.T
XI-8/HBD	Biodiversity Board

**HEAD –XII MISCELLANEOUS**

FILE NO.	SUBJECT
XII-1/HBD	BOG Meeting
XII-2/HBD	E-governance/ IFRIS



## LIST OF FILES OF SYSTEMATIC BOTANY DISCIPLINE OF BOTANY DIVISION

### Head 1: Administration

New No.	Old No.	File Name
1-1	90-2	Order/Circular of Director, Registrar, Group Coordinator FRI
1-2	90-2	Order/Circular of Director General, ICFRE/Secretary ICFRE
1-3		Office Order of Systematic Botany Discipline
1-4	87-1	Information under RTI Act – 2005
1-5		Order/Circular regarding wages of Contractual workers/man power engaged through service provider
1-6	99-6	Hindi Report
1-7		Parliament Question (Lok Sabha/Rajya Sabha)
1-8		Disciplinary Proceeding (Confidential File)
1-9	97-2	Election Duty
1-10		Director FRI Sanction
1-11		Estate Officer/Registrar, FRI Sanction
1-12		Head, Botany Division Sanction
1-15		Quarterly Progress Report (QPR) to the CTE's Organisation sent to CVX-regarding.

### Head 2: Staff

New	File Name
2-2	Personal file of Dr. Anup Chandra, Scientist – 'E'
2-3	Personal file of Ms. Ranjana Negi, Scientist – 'D'
2-1	Personal file of Dr. Praveen Kumar Verma, Scientist – 'B'
2-7	Personal file of Shri. Manmohan Singh Bisht, Technical Officer
2-5	Personal file of Sh. Satya Prakash, UDC
2-4	Personal file of Sh. Amol K-Raut - Artist
2-6	Personal file of Sh. Laxman Thapa – Technical Assistant
2-9	Personal file of Sh. Sushil Kumar – Mali/Nursery Attendant
2-8	Personal file of Sh. Uma Shankar - Mali/Nursery Attendant
2-15	Personal file of Dr. H.B. Naithani – Retired, Scientist

### Head 2: Staff Related Files

New No.	Old No.	File Name
2-31	63-2	ACR & Special Reports
2-32		Charge Handing over/Taking over report reg.
2-33	63-5	Seniority List
2-34	71-11	Waiting List for Allotment of Govt. Residence at FRI
2-35	58-1	Staff Strength
2-36		Annual Immovable Property Return
2-37		Monitoring of Court Cases in MOEF & CC Regarding



## **Head 2: Staff (JRF/SRF/PA/FA)**

New No.	File Name
2-12	Personal file of Dr. Janhvi Mishra Rawat, Women Scientist
2-18	Personal file of Ms. Sobia Beg, SRF
2-23	Personal file of Mr. Anil Kumar Kewat, SRF
2-24	Personal file of Mr. Ashish Sharma, Project Assistant
2-34	Personal file of Mr. Rajneesh, JRF
2-36	Personal file of Mrs. Jalaj Saxena, SRF
2-38	Personal file of Ms. Deepika Johra, Project Assistant
2-40	Personal file of Ms. Shubhangi Singh, Ph.d Scholar
2-41	Personal file of Ms. Nidhi Bisht, Junior Project Fellow
2-42	Personal file of Mr. Shivam Kiswan, Junior Research Fellow
2-43	Personal file of Mr. Subham Kumar Dhiman, Field Assistant
2-44	Personal file of Mr. Sanjay Kumar, Field Assistants
2-45	Personal file of Mr. Rakesh Singh Rawat, Project Assistant
2-46	Personal file of Ms. Sunania Prajapati, Project Assistant
2-47	Personal file of Mr. Rahul Saini, Junior Project Fellow

## **Head 3: Leave Account**

New No.	Old No.	File Name
3-1		Leave Account of Sh. Satya Prakash
3-2		Leave Account of Sh. Manmohan Singh Bisht
3-3		Leave Account of Sh. Laxman Singh
3-4		Leave Account of Dr. Anup Chandra
3-5		Leave Account of Ms. Ranjana Negi
3-6		Leave Account of Sh. Amol K. Raut
3-10		Leave Account of Dr. Praveen Kumar Verma
3-8		Leave Account of Sh. Sushil Kumar
3-9		Leave Account of Sh. Uma Shankar

## **Head 4: Finance**

New No.	Old No.	File Name
4-1	15-7	Forest Advance/Cash Account
4-2		Budget other than Project/Project/Plan Non-Plan
4-3		Regarding Correspondance with Account Section FRI
4-4		Payment of Bills Skilled/Unskilled workers (King Security)
4-5	15-1	Revenue Generation from Identification (Plants)
4-6	15-1	Revenue Generation from Identification (Bamboo)
4-7		Regarding Correspondance with Project Account, FRI
4-8		Regarding Correspondence for Payment of Bill against supply of items )Other than Project)



#### **Head 5: Divisional Maintenance**

New No.	Old No.	File Name
5-1	76-4	Telephone
5-2		Misc. Photocopies Bills
5-3	43-24	Stationery
5-4		Correspondence regarding Engineering Cell for Repair
5-5	87-9	Irrigation Charges of Botanical Garden, Sys.Bot.
5-6		Regarding Correspondence with IT Cell for Information updates/uploads in FRI Website/Complain for Repair computer, printer, UPS and internet.
5-7		Purchase of office Items

#### **Head 6: Miscellaneous**

New File No.	File Name
6-1	Stock Entry of Govt. Vehicle (in service Branch)
6-2	Cash Account (Other than Project)
6-3	Cash Account (Govt. Tour)
6-4	Cash Account (Project-Flora Biodiversity study in the state of Bihar)
6-5	Payment of News Paper Bills
6-6	TA Bill for Tours (Dr. Anup Chandra)
6-7	TA Bill for Tours (Project Staff)
6-8	Requisition for Forest Advance (Photocopy)



## **INDEX**

### **(WOOD ANATOMY DISCIPLINE)**

#### **MAIN HEAD – I      ESTABLISHMENT**

<b>SL.NO.</b>	<b>FILE NO.</b>	<b>SUBJECT</b>
1.	I-0	Miscellaneous correspondence regarding General Rules of Establishment. Orders reg. Gazetted and Non Gazetted Staff . Office Orders, General Orders etc.
2.	I-1	Orders regarding Appointments/ Transfers/ Retirements/ Addl. Charge of Officers/ Promotion/ Duties of staff etc.
3.	I-2	Requirement/ Filling up of Posts at F.R.I. & Others.
4.	I-3	Miscellaneous correspondence of Class I and II Officers and their Seniority list.
5.	I-4	Miscellaneous correspondence of Class III staff and their Seniority list.
6.	I-5	Miscellaneous correspondence of Class IV and their Seniority list.
7.	I-6	General Orders/Circulars/Office Memorandum reg. Leave, upkeep records, proper submission of paper by D.G./Director/Registrar/Dy. Secretary/Under Secretary, Govt. Of India.
8.	I-7	Correspondence regarding engagement of contractual workers at FRI, Girh Kalyan Kendra, New Delhi.
9.	I-8	Staff Position of W.A. Branch, Work Measurement by Staff Inspection Unit, New Delhi.
10.	I-9	Correspondence regarding Rules & Regulations of ICFRE/ BOG/ Re-employment of Scientific/Technical/Ministerial Staff of FRI.
11.	I-10	
12.	I-11	Orders reg. grouping of posts for the purpose of Reservation Rosters/Dossiers for SC/ST. Scheme for merit promotion for SC/ST.



13.	I-12	General orders regarding Annual Confidential Report (ACR) and APAR.
14.	I-13	Standing orders & policy matter for payment of T.A./D.A. to Retired Officers to attend the court hearing.
15.	I-14	Confidential Correspondence received from DG/Director/Registrar/ Vigilance officer.
16.	I-15	Misc. Circulars regarding vacant posts in the Universities. Under taking on deputation basis.
17.	I-16	Departmental Promotion Committee (DPC) for Group C & D staff.
18.	I-17	Control and Appeal Rules & Fundamental Rules – Establishment of Central Administrative Tribunal. Appointment of Benches.
19.	I-18	Flexible Complimentary Scheme (FCS), Bio-data of Scientists etc.
20.	I-19	Implementation of ISO: 9001 – 2000 in F.R.I.
21.	I-20	Information under RTI Act 2005 – regarding.

## MAIN HEAD – II

## ACCOUNTS

SL.NO.	FILE NO.	SUBJECT
1.	II-0	Miscellaneous correspondence regarding General Rules/Memorandum/Orders related to Accounts, Budget Performance, Symbol of Indian Rupees.
2.	II-1	Delegations of Powers – DG, Director, Registrar, Head of Division.
3.	II-2	Budget Allotment/ Estimate of Plan and Non Plan Scheme, Other than Project, Balance Sheet of Project – Plan and External Projects, Re-appropriation of funds.
4.	II-3	Instructions on Economy in Govt. Expenditure / ICFRE.



5.	II-4	Rules & Orders regarding Pay Commission Report, Fixation of Pay, Leave etc.
6.	II-5	Correspondence regarding Custom Duty and Service Tax.
7.	II-6	Requisition of Forest Advance – Maintenance of Cash Account (IMPREST).
8.	II-7	Reimbursement in respect of News Paper to Officers.
9.	II-8	Orders regarding Pay & Allowances (D.A./H.C.A./ H.R.A./ Bonus/ O.T.A. ) etc.
10.	II-9	Correspondence in connection with General Provident Fund (GPF).
11.	II-10	Correspondence regarding Allowances – T.A./ L.T.C./ Children Education Allowances etc.
12.	II-11	Salary Saving Scheme of L.I.C. / I. Relief. / PRDS.
13.	II-12	General orders regarding Pension/ Gratuity Rules etc.
14.	II-13	Sanctioned Tour Forms of Officers and Staff of W.A. Discipline.
15.	II-14	Tour Reports.
16.	II-15	C.C.S. Leave Rules – Misc. Orders regarding Leave Salary.
17.	II-16	Medical Attendant Rules.
18.	II-17	Advances – Festival/ House Building / Cycle/ Scooter/ Motorcars etc.
19.	II-18	Correspondence regarding Trade Tax.
20.	II-19	Fees / Honorarium – Acceptance of.



3.	V-2	Allotment of Residential Quarters and waiting list.
4.	V-3	Misc. Orders regard. Rate list of Rest Houses, Museums tickets, Sanitation, FRI Gates, Family Planning, Theft in FRI, Auction of Fruit Trees, Honey, Fire Brigade, Security of Estate, Govt. Holidays, complaints from tenants, Vehicle Pass etc. Papers related to Cantonment Board.
5.	V-4	Misc. Correspondence regarding Foreign visit by Govt. Employees.
6.	V-5	Correspondence regarding New Forest Hospital, Family Planning etc.
7.	V-6	Visit of Foreigners, VIP delegates to F.R.I.
8.	V-7	Awards (FRI/ICFRE, National and International) and Foreign Exchange Programme.
9.	V-8	Promotion of Union Language (HINDI).
10.	V-9	Misc. Orders regarding weeding out of old records.
11.	V-10	Requisition to T. E. Branch/Service Branch for various repair work.
12.	V-11	Misc. Correspondence regarding Kendriya Vidhalaya, FRI.
13.	V-12	Visit of officials to FRI from outside.
14.	V-13	Misc. Orders regarding maintenance of office discipline, punctuality, surprise checking, Harassment of women at FRI.
15.	V-14	Correspondence regarding Parliamentary questions.
16.	V-15	Minutes of the meeting of M.S.A., T.S.A., FOSA and Office Council, Grievances cell.
17.	V-16	Correspondence regarding ICFRE Housing Society of Officers and Staff.
18.	V-17	Change of addresses/ Telephone numbers etc.
19.	V-18	Social welfare activities of members of the staff, FRI Cooperative Society, Platinum jubilee of FRI, Donations, Ladies club, Staff club etc.
20.	V-19	Miscellaneous correspondence on different subjects, Independence Day, Vanmahotsava, Republic Day, Vaniki



		Mela, Hindi Week, Saheed Diwas, Vigilance Week & Flag Code – India.
21.	V-20	Correspondence regarding Vehicles.
22.	V-21	Correspondence regarding issue of I.Card/Medical Treatment Book/ Dependency of family members.
23.	V-22	Submission of Annual Immovable Property returns.
24.	V-23	Supply of Requisition for Photos, Photo Gallery at FRI.
25.	V-24	Correspondence regarding C & P Tax/Toll Tax/Road Tax.
26.	V-25	Miscellaneous orders regarding Special leave (other than E.L./C.L.).
27.	V-26	
28.	V-27	Correspondence regarding Telephones, Electricity, Water Supply – Payment of bills.
29.	V-28	Correspondence regarding Sports.

#### MAIN HEAD – VII

#### PUBLICATIONS

SL. NO	FILE NO.	SUBJECT
1.	VII-0	Misc. Correspondence regarding Publications – creation of printing and publication Standing orders regarding Screening Committee, submission of Research Papers etc. for screening.
2.	VII-1	Correspondence regarding literature for Van Vigyan Kendra. Brochure, Booklet of FRI – information.
3.	VII-2	Requisition for Publications – Note/ Articles/ Reprints / Research Papers within India/Abroad, Bibliography etc.
4.	VII-3	Vetting of Publications, Vetting Committee etc.
5.	VII-4	Correspondence regarding List of Publications sent abroad & within India.



6.	VII-5	Publications of Forest Research Journals, Research Papers of FRI, Vaniki Patrika, Books etc.
7.	VII-6	Correspondence regarding Society of INDIAN FORESTER and Articles/Obituary note to be published in Indian Forester, News Bulletin etc.
8.	VII-7	ICFRE Publication - Submission of Quarterly News Letter.
9.	VII-8	Translation Service (Translation of Publications – Technical & Research papers.
10.	VII-9	Misc. Orders regarding Central Library and list of addition of Books to the Libraries of FRI, Issue of Library Cards, Library checking etc.
11.	VII-10	Binding of publications – Library books. Contract of Binding etc.

#### MAIN HEAD – VIII

#### TRAINING & EDUCATION

SL. NO	FILE NO.	SUBJECT
1.	VIII-0	General and Standing orders, Rules & Regulations of various training courses, Data base of training etc.
2.	VIII-1	Syllabus for Forest Colleges, Graduate and Post Graduate Degree courses in Forestry.
3.	VIII-2	Theory - Practical Classes and Examination of I.F.S., S.F.S. and Ranger Colleges. Evaluation of answer books, Convocation etc.
4.	VIII-3	Correspondence regarding Hazardous wastes and radioactive materials etc.
5.	VIII-4	Misc. Correspondence regarding Teaching & Training courses at F.R.I./Computer Training/ Lectures/Talk etc.
6.	VIII-5	Misc. Correspondence regarding Teaching & Training courses outside F.R.I. & Abroad /Computer Training/ Lectures/Talk etc.



7.	VIII-6	Correspondence with Institute of Forensic Science & Criminology / Special Training Courses.
8.	VIII-7	Correspondence regarding Laboratory & Library facilities of the branch by outsiders.
9.	VIII-8	Visit of students of various Forest Colleges/Universities.
10.	VIII-9	Misc. Correspondence regarding Deemed University, Research workers bio-data etc.
11.	VIII-10	Correspondence reg. Short Term Training Course " Timber Identification".
12.	VIII-11	Misc. Correspondence regarding IFRIS/PIMS.
13.	VIII-12	Correspondence with W.S., W.P. and T.M. Branches regarding conducting of training courses.
14.	VIII-13	Enrolment of Ph.D. Research Scholars in F.R.I. as well as outside Institutions/Universities, Recruitment of SRF/JRF/FA/PA etc. / Request for Extension of SRF/JRF.
15.	VIII-14	Programme of overseas deputation scholarship for advance studies. Deputation of experts to foreign countries. Fellowship in abroad.

#### MAIN HEAD – IX

#### RESEARCH MISCELLANEOUS

SL.NO.	FILENO.	SUBJECT
1.	IX-0	Guidelines for Scientific Research. Orders regarding Miscellaneous research.
2.	IX-1	General orders regarding Sale/Supply of wood samples in India/Abroad.
3.	IX-2	Requisition for Research Material/Slides with in India/ Photomicro-graphs – Print and enlargement.
4.	IX-3	Requisition for Research Material/Sides from Abroad and for different Exhibitions.
5.	IX-4	Correspondence regarding Museums/Xylarium/Exhibitions etc.



6.	IX-5	Miscellaneous Correspondence with B.I.S. (Timber Terminology and Classification.
7.	IX-6	Research work done in co-operation with Silviculturists. Greening Programme by ICFRE.
8.	IX-7	Statistics correspondence.
9.	IX-8	I.C.F.R.E. Technologies/ Rural Tech./ Inputs of Council/Website development of F.R.I.
10.	IX-9	Correspondence regarding Technical Enquiries/ National Consultants.
11.	IX-10	Correspondence regarding Indian Science Congress/ Utrakhand Science Congress.
12.	IX-11	Misc. Correspondence regarding Pollution in various parts of country/ Note on Environmental issues.
13.	IX-12	Letters received from Court/ Other Organisation for judicial purpose etc.
14.	IX-13	Correspondence with I.S.I. reg. Penal for Methods of test from Fibre Analysis.
15.	IX-14	Correspondence with Botany Branch viz. Identification of Herbarium Sheets, authenticity of wood samples.
16.	IX-15	Testing of wood samples – stepping up of security of the documents – reg.
17.	IX-16	
18.	IX-17	Long Term Programme with Foreign countries for cooperation in Science & Technology, Transfer of Technology etc.
19.	IX-18	
20.	IX-19	Correspondence regarding Identification of wood samples – General enquiries.
21.	IX-20	Correspondence regarding Identification of wood samples



		received from CBI/Police – Special Cases.
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### MAIN HEAD – X

### CONFERENCE, SYMPOSIUM, SEMINAR

SL.NO.	FILE NO.	SUBJECT
1.	X-0	Conferences/Seminar/ Symposiums/ Meetings/ Workshops etc. at F.R.I.
2.	X-1	Conferences/Seminar/ Symposiums/ Meetings/ Workshops/ Talk etc. at outside F.R.I. and Abroad.
3.	X-2	Central Advisory Board of Forestry Research – World Forestry Day – 21 <sup>st</sup> March/ International Biodiversity Day.
4.	X-3	World Environment Day – 5 <sup>th</sup> June/ Wildlife Forestry Day / National Tech. Day – 11 <sup>th</sup> May.
5.	X-4	Talk/ Lecture given by Forest Officer/ Scientists & others at F.R.I.
6.	X-5	IUFRO – Congress Meetings etc.
7.	X-6	Centenary celebration in F.R.I.
8.	X-7	Minutes of Meetings with DG/BOG.DRI.
9.	X-8	Misc. Correspondence regarding ICFRE – Directors Meet.
10.	X-9	World Agriculture Fair/Exhibitions.

### MAIN HEAD – XI

### SCHEMES, REPORTS & RETURNS

SL.NO.	FILE NO.	SUBJECT
1.	XI-0	General orders regarding Research Projects / Plans & Schemes.
2.	XI-1	Correspondence regarding Annual Action Plan – Returns.
3.	XI-2	Correspondence regarding Action Plan (Half Yearly) – Returns.



4.	XI-3	Correspondence regarding Action Plan (Quarterly) – Returns.
5.	XI-4	Monthly report on the work done in W.A.Discipline.
6.	XI-5	Misc. Correspondence regarding Annual Research Report.
7.	XI-6	Misc. Correspondence regarding Research Projects (Plan, Non-Plan, External, Other than Project ).
8.	XI-7	Correspondence regarding Research Activities/Quinquennial Review Reports.
9.	XI-8	Correspondence regarding R.A.G.
10.	XI-9	Research Highlights and Achievements/ History/ Photo Gallery.
11.	XI-10	Preparation of Research Projects for different National /International Agencies.
12.	XI-11	Misc. Correspondence regarding Project Completion Report etc.