

**Name of Division – Forest Ecology and Climate Change Division, FRI**

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:	Yes, records are duly catalogued and maintained under following heads/ files: i. Research project Files ii. Divisional Employees Files iii. General Correspondence Files iv. Divisional Procurement Files and Registers
2.	Function and duties of each employees working in your division	FE&CC Division is having Scientists (8), Technical Employees (4), Ministerial Employees (1) Multi Tasking Staff (5). Role and responsibilities of these employees have been defined by the government however their broad duties are defined as: i. Scientist: Preparation and execution of research projects, reports preparation, research publication, impart education and extension. ii. Technical: Data Collection, analysis, maintenance and up keeping of scientific instruments/ laboratories/ field and research support system. iii. Ministerial: To maintain divisional office/ stores and assist Head of Division and other officers in administrative affairs and day to day correspondence. iv. Multi Tasking Staff: To assist in office, laboratory and field work.
3.	Financial/Administrative power of an employee in your division	Director FRI is pleased to delegate the financial power up to Rs 25,000/- to the Head of Division.
4.	Procedure to be followed, decision making including supervision and accountability	The exercise of powers by various authorities is exercised in terms of extant Rules, Guidelines, Government of India Instructions and Orders.
5.	Statement of categories of documents that are held by it or under its control	Documents of General Category are maintained at divisional level. All other documents are maintained at the office of the Registrar, FRI.
6.	Consultancy work carried out in your division	Yes, mainly on ecological restoration.
7.	Directory of employees with name, designation and telephone under	Telephone directory of the Institute is available on the institutional website
8.	Budget allocated during the current year for different projects and expenditure incurred.	Budget allocated in different projects: Rs. 68,87,867.00 Expenditure incurred in different projects: Rs. 19,39,250.00
9.	Particulars of facilities to citizens and for public use.	Details are given on institutional website.

Note: For more details please refer institutional website: <http://fri.icfre.gov.in/>