

of Division- Head Office, DFPR

1.	Maintenance of all records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act.	<ol style="list-style-type: none"> <li>1. ESTABLISHMENT, ADMINISTRATION, PERSONAL FILES</li> <li>2. ACCOUNTS: BUDGET, AUDIT ETC</li> <li>3. RESEARCH: ANNUAL PROGRAMME OF WORK, RESEARCH REPORTS, TESTING ETC.</li> <li>4. MISCELLANEOUS: CIRCULARS, VISITS ETC</li> <li>5. OFFICE ORGANISATION</li> <li>6. EDUCATION: JRF, DEEMED UNIVERSITY ETC.</li> <li>7. PUBLICITY: MEETING, CONFERENCE, SEMINERS, PUBLICATION ETC</li> <li>8. STORES</li> <li>9. LAND AND BUILDING</li> <li>10. ISO: MANUAL CONTROL COPIES</li> </ol>
2.	Function and duties of each employees working in your division	<ol style="list-style-type: none"> <li>1. Shri Navneet Kumar, Assistant: All supervision work and coordination of work</li> <li>2. Shri Dharam Singh, MTS</li> </ol>
3	Financial/Administrative power of an employee in your division	Administrative power held by HOD
4	Procedure to be followed, decision making including supervision and accountability	At Division level
5	Statement of categories of documents that are held by it or under its control	
6	Consultancy work carried out in your division.	All the activities in the office are carried out under the su of HOD
7	Directory of employees with name, designation and telephone number	-
8	Budget allocated during the current year for different projects and expenditure incurred.	Nil
9	Particulars of facilities to citizens and for public use.	-