

Name of Division: I.T. & G.I.S. Discipline

I. 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	ESTABLISHMENT Miscellaneous Correspondence regarding Gazetted & Non-Gazetted staff office FRI orders. Temporary posts continuance of staff position etc. OR Contractual staff Filling up the post at/ICFRE as well as other Department organizations Annual Confidential Report ICFRE, Requirement Seniority List (ABCD) Requirement of Scientist Orders reg. Rules & regulations Appointment of Companionate Establishment of I.T. & G.I.S. Discipline ACCOUNTS Acquaintance Roll of BI&GIS Div. Pay record of Contractual staff Budget Estimate normal and plan scheme Requisition of forest advance maintenance of cash account Tour and tour report CAG audit Honorarium MISCELLANEOUS Committee Member Allotment of space office accommodation Monthly review meeting of DG, ICFRE	FRI/D DN/I-0/2011-12/FID FRI/DDN/I-1/2010-11/FID FRI/DDN/I-2/2010-11/FID FRI/DDN/I-3/2010-11/FID FRI/DDN/I-4/2010-11/FID FRI/DDN/I-5/2010-11/FID FRI/DDN/I-6/2010-11/FID FRI/DDN/I-7/2010-11/FID FRI/DDN/I-8/2010-11/FID FRI/DDN/I-9/2018-19/ IT & GIS FRI/DDN/II-0/2010-11/FID FRI/DDN/II-1/2010-11/FID FRI/DDN/II-2/2010-11/FID FRI/DDN/II-3/2010-11/FID FRI/DDN/II-4/2010-11/FID FRI/DDN/II-6/2010-11/FID FRI/DDN/II-5/2010-11/FID FRI/DDN/III-0/2010-11/FID FRI/DDN/III-1/2010-11/FID FRI/DDN/III-2/2010-11/FID



 **प्रमुख/Head**
आई.टी. एवं जी.आई.एस. शाखा
I.T. & G.I.S. Discipline
वन अनुसंधान संस्थान, देहरादून
Forest Research Institute, D. Dun

Miscellaneous complaints from the tenants
 Annual immovable property
 संघ की राजभाषा हिन्दी की प्रगति
 General Letters
 Advertisement for award of fellowship
 Meeting & Workshop
 Telephone Bills (Official)
 Circular/ order directors & registrar
 Vehicle paper & requisition for vehicle
 I.T. related letter (from various division & branches)
 Registrar of file moment
 All India forest sports
 Regarding KVFR
 Telephone related issue
 Notification (DOU)
 DUC Question paper
 O.M. Inspection
 Public Grievance Issue
 Letter of ICFRE
 VIP visitors
 समाचार पत्रों के बिल
 Seniority list of Govt. Quarters
 Regarding vigilance and Foreign Visit of Govt. Employee
 Guidelines for personal information or management ESS
 Forms Bill
 लोकसभा सामान्य निर्वाचन
 SFS Question Paper
 International Workshop
 Antivirus / Telephone No. Punch with Exchange
 National Forestry Conference
 Issue the Circular & Order by HOD
 Add. Charge RSM Division
 Minutes Doc.
 Repair & Maintenance BI & GIS center
 Indian Forester (member editorial board)
 Upgrading of Residence

FRI/DDN/III-3/2010-11/FID
 FRI/DDN/III-4/2010-11/FID
 FRI/DDN/III-5/2010-11/FID
 FRI/DDN/III-6/2010-11/FID
 FRI/DDN/III-7/2010-11/FID
 FRI/DDN/III-8/2010-11/FID
 FRI/DDN/III-9/2010-11/FID
 FRI/DDN/III-10/2010-11/FID
 FRI/DDN/III-11/2010-11/FID
 FRI/DDN/III-12/2010-11/FID
 FRI/DDN/III-13/2010-11/FID
 FRI/DDN/III-14/2010-11/FID
 FRI/DDN/III-15/2010-11/FID
 FRI/DDN/III-16/2010-11/FID
 FRI/DDN/III-17/2010-11/FID
 FRI/DDN/III-18/2010-11/FID
 FRI/DDN/III-19/2010-11/FID
 FRI/DDN/III-20/2010-11/FID
 FRI/DDN/III-22/2010-11/FID
 FRI/DDN/III-23/2010-11/FID
 FRI/DDN/III-25/2010-11/FID
 FRI/DDN/III-26/2010-11/FID
 FRI/DDN/III-27/2010-11/FID
 FRI/DDN/III-28/2010-11/FID
 FRI/DDN/III-29/2010-11/FID
 FRI/DDN/III-30/2010-11/FID
 FRI/DDN/III-31/2010-11/FID
 FRI/DDN/III-32/2010-11/FID
 FRI/DDN/III-33/2010-11/FID
 FRI/DDN/III-34/2010-11/FID
 FRI/DDN/III-35/2010-11/FID
 FRI/DDN/III-36/2010-11/FID
 FRI/DDN/III-37/2010-11/FID
 FRI/DDN/III-38/2010-11/FID
 FRI/DDN/III-39/2010-11/FID
 FRI/DDN/III-40/2010-11/FID

प्रमुख/ह
 आई.टी. एवं जी.आ
 I.T. & G.I.S. C
 वन अनुसंधान सं
 Forest Research I
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Visiting scientist hostel rates	FRI/DDN/III-42/2010-11/FID
सशस्त्र सेना झण्डा दिवस	FRI/DDN/III-43/2010-11/FID
सराहनीय कार्य हेतु चयन समिति	FRI/DDN/III-44/2010-11/FID
Indian Forestry congress	FRI/DDN/III-45/2010-11/FID
Official letter marked by HOD	FRI/DDN/III-46/2010-11/FID
F.I. Library reg.	FRI/DDN/III-47/2010-11/FID
Miscellaneous report	FRI/DDN/III-48/2010-11/FID
Sharing of honorarium	FRI/DDN/III-49/2010-11/FID
DUC reg.	FRI/DDN/III-50/2010-11/FID
Inspection of ICFRE grant in aid	FRI/DDN/III-51/2010-11/FID
Right to information	FRI/DDN/III-52/2010-11/FID
Information reg. Extension	FRI/DDN/III-53/2010-11/FID
Doctorate IFS network	FRI/DDN/III-54/2010-11/FID
Room booking in scientist hostel	FRI/DDN/III-55/2010-11/FID
Procedure of purchasing Misc. Consumable items.	FRI/DDN/III-56/2010-11/FID
No-Dues certificate (with in Division)	FRI/DDN/III-57/2010-11/FID
AMC of RS & GIS license	FRI/DDN/III-58/2010-11/FID
Supply of raw material paper industry	FRI/DDN/III-59/2010-11/FID
Agro forestry intervention	FRI/DDN/III-60/2010-11/FID
National forest Commission (Action taken/Comments)	FRI/DDN/III-61/2010-11/FID
Attendance report of apprentices (PASAA) Sh. Kuldeep Yadav	FRI/DDN/III-62/2010-11/FID
Installation of Biometric attendance system, FRS	FRI/DDN/III-63/2010-11/FID
Silviculture Conference 24-28	FRI/DDN/III-64/2010-11/FID
CCTV System for FRI main building	FRI/DDN/III-65/2010-11/FID
E-waste management	FRI/DDN/III-66/2010-11/FID
GIS Map work	FRI/DDN/III-67/2010-11/FID
Handing over or taking over	FRI/DDN/III-68/2010-11/FID
Web Site पर दर्शाने हेतु शोध कार्यो की जानकारी की मांग विभिन्न प्रभागों से	FRI/DDN/III-69/2010-11/FID
Sharing of Money / Fees / Honorarium	FRI/DDN/III-70/2010-11/FID
प्रभाग से संबंधी सूचना	FRI/DDN/III-71/2010-11/FID
स्वच्छ भारत मिशन	FRI/DDN/III-74/2010-11/FID
G.I.S. Lab Maintenance	FRI/DDN/III-75/2010-11/FID
Demand, Issue and Supply of I.T. Items	FRI/DDN/III-76/2010-11/FID
RAC for Ph.D. Geo-informatics	FRI/DDN/III-77/2010-11/FID
Online system for prescription of medicines for NFH	FRI/DDN/III-78/2010-11/FID
	FRI/DDN/III-79/2010-11/FID


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 IT & GIS Discipline
 वन आरक्षण संस्थान, देहरादून
 Forest Research Institute, Dehra Dun

Technical Committee for Various IT related Works
Important Circular/Order/Notices
Repair & Maintenance (IT Complaint & Storekeeper Room)
सर्तकता जागरूकता से संबंधित दस्तावेज Regarding Vigilance
आईटी शिकायत से संबंध में Regrading IT Complaints
Regarding Record section

FRI/DDN/III-80/2010-11/FID
FRI/DDN/III-81/2019-20
FRI/DDN/III-82/IT&GIS/2019-20
FRI/DDN/III-83/IT&GIS/2019-20
FRI/DDN/III-84/IT&GIS/2019-20
FRI/DDN/III-85 /IT&GIS/2019-20

STORE CORRESPONDENCE

Requirement of liveries item (Winter uniform)
Requirement of the item from store
Purchase of furniture and curtains
Transfer of furniture (surplus) to other branches
Registration and rate contract of firms by stores section competent authority
Annual physical verification of store
Trade tops regarding
Inventory details
Condemnation of store
Audit
Details of fixed asset
GFR-40 (Store Items Purchasing)
QPR to CTE (Central Vigilance Commission)

FRI/DDN/IV-0/2010-11/FID
FRI/DDN/IV-1/2010-11/FID
FRI/DDN/IV-2/2010-11/FID
FRI/DDN/IV-3/2010-11/FID
FRI/DDN/IV-4/2010-11/FID
FRI/DDN/IV-5/2010-11/FID
FRI/DDN/IV-6/2010-11/FID
FRI/DDN/IV-7/2010-11/FID
FRI/DDN/IV-8/2010-11/FID
FRI/DDN/IV-9/2010-11/FID
FRI/DDN/IV-10/2010-11/FID
FRI/DDN/IV-11/2010-11/FID
FRI/DDN/IV-12/2010-11/FID

V-RESEARCH

Establishment of BI&GIS lab
Training programs
EDUSAT
Technical meeting organized by BI&GIS Division
Pilot project. Deodar species information system
Participation in GBIF
RAG
National conference on I & climate change
Q.R.T
Revision of working plan code
Monthly progress Report
Satluj (Catchment area treatment Project of Himachal Pradesh)

FRI/DDN/V-0/2010-11/FID
FRI/DDN/V-1/2010-11/FID
FRI/DDN/V-2/2010-11/FID
FRI/DDN/V-3/2010-11/FID
FRI/DDN/V-4/2010-11/FID
FRI/DDN/V-5/2010-11/FID
FRI/DDN/V-6/2010-11/FID
FRI/DDN/V-7/2010-11/FID
FRI/DDN/V-8/2010-11/FID
FRI/DDN/V-9/2010-11/FID
FRI/DDN/V-10/2010-11/FID
FRI/DDN/V-11/2010-11/FID

IFRIS	FRI/DDN/V-12/2010-11/FID
Respond (SAC)	FRI/DDN/V-13/2010-11/FID
Procurement of digital data	FRI/DDN/V-14/2010-11/FID
Improper utilization	FRI/DDN/V-15/2010-11/FID
Annual Work Plan	FRI/DDN/V-16/2008-09/FID
Work plan Sh. D.P. Singh	FRI/DDN/V-17/2010-11/FID
Annual Report	FRI/DDN/V-18/2010-11/FID
Project Digitization	FRI/DDN/V-19/2010-11/FID
NRAA	FRI/DDN/V-20/2010-11/FID
Quarterly progress	FRI/DDN/V-21/2010-11/FID
Director Meet Reg.	FRI/DDN/V-22/2010-11/FID
Development of Deodar	FRI/DDN/V-23/2010-11/FID
Work plan/Review Dr. SD Sharma	FRI/DDN/V-24/2010-11/FID
Project training	FRI/DDN/V-25/2010-11/FID
अल्पकालीन परियोजना प्रशिक्षण (PART)	FRI/DDN/V-25/2019-20/IT&GIS
Work plan / Review MeghaRawat	FRI/DDN/V-26/2010-11/FID
T.A.C	FRI/DDN/V-27/2010-11/FID
Review plan of Externally project	FRI/DDN/V-28/2010-11/FID
Annual Action plan	FRI/DDN/V-29/2010-11/FID
Submission of project report DR SD Sharma	FRI/DDN/V-30/2010-11/FID
Quarterly Newsletter publication	FRI/DDN/V-31/2010-11/FID
Special Grant 100 Crore	FRI/DDN/V-32/2010-11/FID
Research Needs the financial climate change	FRI/DDN/V-33/2010-11/FID
Junior Research fellow- Mrs. Shilpi Jaiswal	FRI/DDN/V-34/2010-11/FID
Correspondence with ICFRE institute reg. NRAA project	FRI/DDN/V-35/2010-11/FID
New project proposal	FRI/DDN/V-36/2012-13/FID
DBT Project	FRI/DDN/V-37/2012-13/FID
Seminar on livelihood	FRI/DDN/V-38/2012-13/FID
BIF-(DBT) project	FRI/DDN/V-39/2012-13/FID
Prolife (Promoting livelihood innovation in forest fringe ecosystem)	FRI/DDN/V-40/2012-13/FID
Sustainable Development & livelihood support in pokhari watershed	FRI/DDN/V-41/2014-15/FID
Sustainable Development in Thaska Micro.	FRI/DDN/V-43/2014-15/FID
Integrated Livelihood support project	FRI/DDN/V-44/2014-15/FID
Forest Plus	FRI/DDN/V-45/2014-15/FID
Japan international cooperation Agency (JICA)	FRI/DDN/V-46/2015-16/FID
Forestry Intervention for Ganga	FRI/DDN/V-47/2015-16/FID

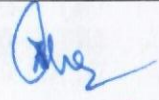
	Forest Carbon Standard National Mission in Himalayan Study Assam Project on Forest NATCOM Project INDO-SWISS Project DELHI RIDGE FOREST Project Project and Research Report G.B. PantProject NRAA Follow-up ICSSR Project Project Proposal on Climate Change Vulnerability from NATCOM Neeranchal Project New Project Proposal (Concept Neeranchal Project Notes) Geospatial Mapping using RET.....(NMHS) Geospatial Mapping using RET.....(NMHS) Forest Resources and Plant Bio-Diversity Evaluation of Urban Riparian Zones Recruitment of Project Staff Ph.D RAC (Geo-informatics) Ph.D Registration FRIDU Tour Programme Project: Geospatial mapping of RET and other important NWFP species and capacity building for their community-based conservation in the tribal areas of Uttarakhand. Review Assessment of Scientist	FRI/DDN/V-48/2015-16/FID FRI/DDN/V-49/2015-16/FID FRI/DDN/V-50/2015-16/FID FRI/DDN/V-51/2015-16/FID FRI/DDN/V-52/2015-16/FID FRI/DDN/V-53/2016-17/FID FRI/DDN/V-54/2016-17/FID FRI/DDN/V-55/2016-17/FID FRI/DDN/V-56/2016-17/FID FRI/DDN/V-57/2017-18/FID FRI/DDN/V-58/2017-18/FID FRI/DDN/V-59/2017-18/FID FRI/DDN/V-60/2018-19/FID FRI/DDN/V-61/2018-19/IT & GIS FRI/DDN/V-61(PART)/2018-19/Recruitment/IT & GIS FRI/DDN/V-62/2018-19/IT & GIS FRI/DDN/V-63/2018-19/IT & GIS FRI/DDN/V-64/2019-20 No. FRI/DDN/V-65/2019-20 No. FRI/DDN/V-66/2019-20 No. FRI/DDN/V-67/2019-20 No. FRI/DDN/V-68/2019-20
2.	Function and duties of each employees working in your division. 1. Miss. Richa Misra, IFS & Head 2. Dr. Harish Sharma, Scientist E 3. Dr. Manoj Kumar, Scientist –B	- Head of the Division. - Research. Applied VRS and will be relieved in Dec 2019. - Officer in-charge: GIS Centre and Store Officer – IT. Research, Education/Training and Related Works.

		4. Mr. Anoop Kumar, Senior Technical Assistant 5. Mr. Bishambar Singh, Senior Technical Assistant 6. Mr. Bhawani Dutt Badola, Upper Divisional Clerk 7. Mr. Mohit Verma, Storekeeper 8. Mr. Atma Ram, Multi-Tasking Staff 9. Mr. Pintu Nautiyal, Multi-Tasking Staff 10. Miss. Akansha Shukla, Multi-Tasking Staff	• Lab In-charge GIS Centre विभागीय एवं संस्थानीय स्तर पर विभिन्न परियोजनाओं में Remote Sensing & GIS संबंधी कार्य में व तकनीकी सहयोग प्रदान करना। विश्वविद्यालय संबंधित M.Sc. classes, Edusat course व विभागीय प्रशिक्षण एवं परीक्षाओं का संचालन और परीक्षण आदि। • Helping in Office Work • UDC/Clerical Work, Keeping Record of files. • Handling Records & Files of IT Store, Maintaining Items in IT Store. • Applied VRS and will be relieved in Dec 2019. कार्यालय की साफसफाई, डाक एवं पत्राचारका वितरण करना। • GIS Lab (Project) जीआईएस लेब एवं जीआईसी लेब की साफ सफाई, फाइल का संचालन, आदि काम में सहायता प्रदान करना। • Data Uploading on Website, Register IT Complaints
3.	Financial/Administrative power of an Employee in your division	NIL	
4.	Procedure to be followed, decision making including supervision and accountability.	NIL	
5.	Statement of categories of documents that are held by it or under its control.	NIL	
6.	Consultancy work carried out in your division.	NIL	

[Handwritten signature]

[Handwritten signature] प्रमुख/Head
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GIS Discipline
संस्थान, देहरादून

7.	Directory of employees with name, designation and telephone number	Telephone Directory of the Institute is up loaded separately.	
8.	Budget allocated during the current year for different projects and expenditure incurred.	IT – 5.5 Lakh GIS (Externally Aided Projects) 1. Climate Change Vulnerability of Indian Forests 2019-20 Grant 76092 Expenses: 36,909.40 Balance: 39,183 2. Climate Change Vegetation Modelling 2019-20 Grant 4,00,000 Expenses: 83,927 Balance: 786501.00 3. Evaluation of Urban Riparian Zones 2019-20 Grant: 2,83,333 Expenses: 2,58,833.00 Balance: 24,500.00 4. Geospatial mapping of RET and other important NWFP species and capacity building for their community based conservation in the tribal areas of Uttarakhand. 2019-20 Grant: 12,90,000 Expenses: 62,104 Balance: 12,27,896 5. Plant Biodiversity & Forest Resources 2019-20 Grant NIL Expenses: 102264 Balance: 80683	
9.	Particulars of facilities to citizens and for public use.	NIL	


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