

Name of Division- National Forest Library and Information Centre

1. Maintenance of all records duly catalogued and indexed in a manner and the form
Which facilities the right to information under this Act.

List of file with subject:

1. Administration matter	By the office of NFLIC
2. Periodical Section	Subscription of print and online Foreign and Indian Journals
3. Acquisition Section	Procurement of Books after recommendation of users
4. Technical Section	Classification of books with Dewey Decimal Classification scheme, Cataloguing of books in Integrated Library Management System koha.
5. Circulation Section	Check in/Checkout of books from circulation counter, No Dues, User membership and user consultancy.
5. Book Depot Section	Maintenance of ICFRE/FRI prised publication and sell-out Sale of publications
6. Store Section	Maintenance of Library Building, Maintenance of store of library

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

Chief Librarian	To look after administrative, establishment and budgetary matter of the NFLIC To modernize the NFLIC on scientific lines To procure books and subscribe periodicals and databases To convene all meetings related with library journals, books and other works. To maintain supervise the services of the National Forest Library and Information Centre .
Scientist F	Coordinator of ENVIS project. Looking after library related matters.
Assistant Chief Technical Officer	Tooling and pasting of books catalogued and classified by technical section of library. Final check and display of library books for users.
Librarian	Supervision of Circulation counter, shelving and maintenance of book stack rooms i.e. reference section, General section, Thesis and Report section along with loose periodical section.

	Library Information Assistant	Maintenance of book stack rooms i.e. reference section, General section, Thesis and Report section along with loose periodical section Providing services to users for their literature review. Library membership. Looking after accessibility and usage of online journals, National forest Archives and Integrated Library Management Software koha.
	a. Technical Officer	Looking after Circulation counter for check in/checkout of documents from library.
	b. Technical Officer-	Cataloguing of books and looking after of books stack room.
	Sr. Technical Assistant.	Acquisition of new books, accessioning of books gratis and purchased books. Maintenance of accession registers and bills of purchased books.
	Assistant	Maintenance and correspondence routine files, personal file of staff, file moment register, leave register and budget register, diary and dispatch of letters, typing English and Hindi both, Maintenance of ENVIS Project files, all files routed through office.
	Store Keeper	Store work and maintenance of building, prepare cash account Maintain store files.
	a. Technical Assistant (Artist)	Maintenance and Sale of ICFRE/FRI Publications. To help users in book stack area. Shelving and maintenance of books stored in general section work as substitute on circulation desk.
	b. Technical Assistant.	Subscription of Indian and Foreign journals along with online journals. Correspondence with publishers and agents of subscribed periodicals in library.
	a. MTS	Gate keeping of library and dusting of book shelves.
	b. MTS	Gate keeping of library and deposit library building key at control room of FRI.

3. Financial/Administrative power of an employee in your division	Chief Librarian Power up to-	Rs.25,000/-	
	Administrative Power -	Chief Librarian	
4. Procedure to be followed, decision making including supervision and Accountability.	Chief Librarian		
5. Statement of categories of documents that are held by it or under its control.	This is an only library on forestry and allied subjects having around 2 lakh doc., including books and		
6. Consultancy work carried out in your division.	NA		
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.	Head	Allocated amount (Yea 2019-20)	Expenditure incurred
	1. Books and Journals:	Rs. 45,000,00/-	Rs. 44,92,851
	2. Repair and maintenance Office and IT equipment	Rs. 20,000/-	Rs. 16,300/-
	4. M&S Lab.	Rs. 1,00,000/-	Rs. 30,000/-
	5. Grant-in Add.	Rs.50,000/-	Rs.14,599/-
	5. Office equipment (Capital Assets)	Rs.2,39,000/	Purchase of items under process
9. Particulars of facilities to citizens and For public use.	Library is providing facility to the research scholars, all forestry and allied science professionals to consult with documents available in library in traditional and digital format.		