

Name of Division: Publicity & Liaison Office

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	1) Training files 2) Seminar/ Workshop/ Meeting file 3) Visit file 4) Reports file 5) Personal files 6) Budget file 7) Misc. file 8) Revenue file 9) Important days file 10) Stores file 11) Advertisement & Publication file
2. Function and duties of each employees working in your division	
1) Dr. K.P. Singh, Publicity & Liaison Officer	Publicity & Liaison work
2) Smt. Santosh Gairola, T.O	Artist work
3) Sh. Gopal Singh Bisht, T.O	PLO office work
4) Sh. Akhilesh Garg, S.O	PLO store work
5) Sh. Virender Singh Rawat, T.O	Photography work
6) Sh. Girish Chand Chandola, STA	Office work
7) Sh. Mukesh Bhatt, STA	Caretaker (Officer Rest House)
8) Sh. Kamal Kishore, LDC	Office work
9) Sh. Eak Narayan, Reserve Clerk	Office work
10) Sh. Siyanand, Halwai	Cook (Visiting Scientist Hostel)
11) Sh. Durga Singh, MTS	Sale of Museum Tickets
12) Sh. Sher Bahadur Chhettri, MTS	Cook (Scientist Hostel)
13) Sh. Om Prakash Balmiki, MTS	Mali
14) Sh. Rahul Rana, MTS	Caretaker (Scientist Hostel)
3. Financial/Administrative power of an employee in your division	-NA-
4. Procedure to be followed, decision making including supervision and accountability.	All work under publicity & liaison officer
5. Statement of categories of documents that are held by it or under its control.	All documents
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.	-NA-
9. Particulars of facilities to citizens and for public use.	1) Officer Rest House 2) Scientist Hostel