

Name of Division -**RTI Section, 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.	
<u>List of files with subject :</u>	<ol style="list-style-type: none">1. सं० 7-33/2019-विविध (जसूअ)2. सं० 7-35/2019-विविध (Public Grievance)3. सं० 7-31/2018-विविध (जसूअ), तिमाही प्रगति रिपोर्ट4. सं० 7-35/2019-विविध, लोक शिकायतों के निवारण व तिमाही प्रगति रिपोर्ट5. सं० 7-36/2009-विविध, शिकायत निवारण प्रकोष्ठ (अनुसूचित जाति/अनुसूचित जनजाति/अन्य पिछड़ा वर्ग)।
2. Function and duties of each employees working in your division.	Shri Sanjeev Khugshal, Section Officer (G.) under the Administrative control of PIO, FRI (Registrar, FRI).
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--
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.	
9. Particulars of facilities to citizens and for public use.	