

**Name of Division -****Registrar Office, Forest Research Institute**

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>	List attached.
2. Function and duties of each employees working in your division.	List attached.
3. Financial /Administrative power of an employee in your division	Registrar, FRI- Rs. 25,000/- Administrative Power- Registrar, FRI.
4. Procedure to be followed, decision making including supervision and accountability.	As soon as the official letters are received in the office the same are put up the Registrar, FRI for decision making and disposal.
5. Statement of categories of documents that are held by it or under its control	All files and records with respect to Registrar Office.
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.	List-attached
9. Particulars of facilities to citizens and for public use.	Stock Register and official files etc.



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List of files with subject.

- 1) File No,- 1-1/2019/Regr.Office.  
Sub- Regarding Issue of VIP Passes for entry.
- 2) File No. 1-2/2019/Regr. Office.  
Sub- Regarding- Guards Day & Night Duty.
- 3) File No. 1-3/2019 /Regr. Office.  
Sub- Facilitate the student induction programme.
- 4) File No, 1-4/2019/Regr. Office.  
Sub- Registrar FRI -Member of Various Committee/ Center/Institute.
- 5) File No-1-5/2012/Regr. Office.  
Sub: Regarding- Budget.
- 6) File No. 1-6/2018/Regr. Office.  
Sub- regarding for recruitment of Group C.
- 7) File No. 1-7/2019/Regr. Office.  
Sub- Pol Expenses F.A. (Fuel) 2019-20.
- 8) File No. 1-8/2019/Regr.Office.  
Sub- Repair expenses F.A. (Repair) 2019-20.
- 9) File No. 1-9/2012/Regr. Office.  
Sub:- Miscelleneous Papers-Reg. Orders/Circulars etc.
- 10) File No.-1-10/Dis/PA/Regr/Misc./2012.
- 11) Dis/Misc./2018/Ests.-I-HPC  
Sub:- Vol.-I, Vol.-II, Vol.-III ( Balianala).
- 12) File No.-1-11-Regarding of Meeting (2019-20)
- 13) Dis/PA/ Regr./2019-20.
- 14) File No. Dis/PA/Regr./2017-Vehicle.
- 15) Dis/D/Regr./2017.  
Sub- Personal file of Smt. Neelima Shah, IFS.
- 16) Regarding- Contractual Worker.



Sl. No.	Functions and duties of each employees working in your division.	The duties of the Officer & employees of Registrar Office are as follows:-
1	Smt. Neelima Shah, IFS, Registrar, FRI.	Supervise administrative work related to section under her as Establishment, Building, Miscellaneous, Tel. Exch., DPC, Hindi Sec., Record Sec., Watch & Ward Sec., Store Sec., Registrar Office also Estate Officer of FRI Estate & PIO.
2.	Km. Seema, P.S	Providing Secretarial Assistance to Registrar, FRI. Regarding Dictation and Typing on Computer. Maintenance of Confidential Paper. Dispatch of Confidential letter. Attending telephone calls. Proper & up to date maintenance of records in the office. Any other work assigned by the officers.
3.	Sh. Suresh Chand Yadav, Driver	He will be responsible for driving of the Vehicle and he will be responsible for the maintenance of Vehicle & essential requirement such as tyres, tubes/diesel/ oiling, air etc.
4.	Sh. Vinod Kumar Mall	Office Attendant to Registrar, FRI. Opening and closing duty of the Registrar office regularly. Dusting work of office, files, cabinets, furniture and electronic/electrical equipments etc. and attend all works assigned by the In-charge Office.



**BUDGET ALLOTMENT UNDER OTHER  
THAN PROJECT ACTIVITIES FOR 2019-  
2020 (09.10.2019)**

Name of Institutes:- FRI, Dehra Dun

			Registrar, FRI
S.	Account	BUDGET SUB-HEAD	
			29
1			
<b>I (a) i. Establishment Expenditure-Research</b>			
	1	Salary and Allowances	
	2	OTA	
	3	Medical claim tech	
	4	10% pension cont. of ICFRE Employees	
	5	Others (Specify)	
		i. Honorarium	
		ii. LTC	
		iii. Children Education Allowance	
		iv. New Pension Scheme	
		v. Any other (specify)	
		<b>Total,</b>	0
<b>I (a) ii. Establishment Expenditure-Non-Research</b>			
	1	Salary and Allowances	
	2	OTA	
	3	Medical	
	4	10% pension cont. of ICFRE Employees	
	5	Others (Specify)	
		i. Honorarium	
		ii. LTC	
		iii. Children Education Allowance	
		iv. New Pension Scheme	
		<b>Total</b>	0
		<b>Grants to KVS</b>	
		<b>Total I (a)i + I (a) ii</b>	0
<b>I (b) Administrative Expenses</b>			
	A.	Infrastructure	
	a.	Rent- Building and Equipment	
	b.	Rent & Tax	600000
	c.	Electricity Charges/water charges	
	d.	Security Charges	
	e.	Vehicles Running Expenses (Fuel)	50000
	f.	Insurance	10000
		<b>Sub-Total (A)</b>	660000
	B.	Repairs and Maintenance of Infra	
	a.	Road & Buildings (Minor works)	
	b.	Furniture and Fixtures	
	c.	Vehicle (Repair)	30000
	d.	Office/IT Equipment	50000
	e.	Roads	
	f.	Others	
		<b>Sub-Total (B)</b>	80000
	C.	Communication	
	a.	Postage and Telephone	150000
		<b>Sub-Total (C)</b>	150000
	D.	Others	
	a.	Newspaper and Periodicals	
	b.	Stationery	
	c.	Travel & Conveyance(N.Res.)-Dom(T.E.)	7080
	d.	Travel and Conveyance(N.Res.) - Foreign	
	e.	Legal and Professional Charges	270000
	f.	Auditor's Remuneration	
	g.	Hospitality Expenses	
	h.	Bank Charges	
	i.	Meeting Expenses	
	j.	Steering and Monitoring Comm. Expenses	



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Name of Institutes:- FRI, Dehra Dun

S.	Account	BUDGET SUB-HEAD	Registrar, FRI
			29
1			
	k	Medicines and Medical Consumables	
	l	Liveries	
	m	Others Miscellaneous Exp. - (i) Contingency	
	n	ii. Any others	
		Sub-Total (D)	277080
		Grant Total (A)+(B)+(C)+(D)	1167080
<b>I (c) Research Expenses</b>			
	1	Travel & Conveyance(Res.)-Dom. (T.E.)	
	2	Travel & Conveyance(Res.)-Foreign(T.E.)	
	3	Others Consumables (M&S)	
	4	MOE (Scientific)	
	5	Others Research Expenditure (FRE)	
	6	Fellowship/Scholarship/Cash Award	
	7	RAG	
		Total	0
<b>I (d) Education</b>			
	1	Grants given to Universities /Institutes/Organisations	
	2	Subsidies given to Inst./Scientific Societies/Other Organi.	
	3	Human Resource Development	
	4	Seminar/Conferences	64490
		Total	64490
<b>I (e) Extension</b>			
	1	Direct to Consumers -Projects	
	2	Travel & Conveyance (TE) - Extension	
	3	Ext. Activities - VVK Demo., Training, etc.	
	a.	Normal	
	b.	VVK	
	4	Advertisement and Publicity	
	5	Printing & Publication	
		Total	0
		Total Plan (GC) I (b) to I(e)	1231570
<b>PLAN (GENERAL COMPONENT) CREATION OF "CAPITAL ASSETS"</b>			
	a.	Purchase of Fixed Assets - Research	
	1	Scientific Equipment	
		Total	0
	b.	Purchase of Fixed Assets - Non-Research	
	1	Land	
	2	Office Equipment	72555
	3	IT Equipment	
	4	Tools	
	5	Furniture	
	6	Books and Journals	
	7	Tubewell & Water supply	
	8	Building	
	9	Road	
		Total	72555
		Total II a + II b	72555
		<b>GRAND TOTAL OF PLAN (G.C.)</b>	<b>1304125</b>