

Name of Division- Silviculture and Forest Management Division.

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	List Attached Annexure 'A' a) Office of Head Silviculture & Forest Management Division. b) Assistant Silviculture (General) Discipline. c) Forest Management Discipline. d) Not-timber Forest Product Discipline. e) Range, Central Nursery, Assistant Silviculture (Experimental) Discipline. f) Forest Tree Seed Laboratory Discipline. g) Planting Stock Improvement Unit (PSI) Discipline.
2. Function and Duties of each employees working in your division	Duties Attached. Annexure 'B' a) Office of Head Silviculture & Forest Management Division. b) Assistant Silviculture (General) Discipline. c) Forest Management Discipline. d) Not-timber Forest Product Discipline. e) Range, Central Nursery, Assistant Silviculture (Experimental) Discipline. f) Forest Tree Seed Laboratory Discipline. g) Planting Stock Improvement Unit (PSI) Discipline.
3. Financial/Administrative power of an employee in your division.	Financial/Administrative power upto rupees 25,000/- to Head of Division as per GFR-2017.
4. Procedure to be followed, decision making including supervision and accountability.	Discipline Incharge report to Head of Division and Head of Division report to Director, FRI.
5. Statement of categories of documents that are held by it or under its control	Working Plan of Forest Research Institute Estate (2011-2020) Contents. Annexure- I. Reserve Forest Notification dated 2.12.42 Annexure-II. Reserve Forest Notification dated 17.09.77 Annexure-III. Denotification of a portion of R.F. dated Oct., 1944. Annexure -IV. Notification dated 5.1.43 for boundary description of RF. Annexure- V. Notification of Forest Officer dated 5.1.43 Annexure-VI. Notification dated 5.1.43 for the power conferred under Section-68 of I.F.A., 1977
6. Consultancy work carried out in your division.	A). i. Monitoring and Evaluation of CAMPA Plantation of Uttarakhand. ii. Monitoring and Evaluation of Plantations raised under CAMPA by Punjab Forest Department. iii. Monitoring and Evaluation of Plantations raised by Delhi Development Authority.

	<p>iv. Study on Impact of Ban on Green Felling on Biophysical status of Forest <i>IN CONTEXT TO PRODUCTION PRESCRIBED IN WORKING PLANS VIS A VIS ACTUAL PRODUCTION FROM CHIR FOREST OF UTTARAKHAND</i>"</p> <p>C) Not-timber Forest Product Discipline - Nil D) Planting Stock Improvement Unit (PSI)- Nil</p>
7. Directory of employees with name, designation and telephone number.	-
8. Budget allocated during the current year for different projects and expenditure incurred.	<p>A) Consultancies.</p> <p>i. Total Amount Received till date in PUNCAMPA- Rs. 28,66,000 Total amount incurred- Rs. 14,90,188 till 30/09/2019 Current year amount received 2019-20 Rs 22,93,000</p> <p>ii. Total Amount Received till date in UKCAMPA- Rs. 47,70,000 Amount incurred- Rs. 46,44,794 till 30/09/19 Current Year amount received 2019-20 Rs. Nil</p> <p>iii. Total Amount Received till date in DDA 2019-20 Rs. 2,70,102 Amount incurred till 30/09/2019, Rs. 1,37,810</p> <p>B) Non-timber Forest Product Discipline (Dr. Neelu Singh, Scientist-F)</p> <p>i. Evaluation of phytochemicals from forest species- <i>Terminalia bellirica</i>, <i>Sapindus laurifolius</i>, <i>Acacia concinna</i>, <i>A. auriculiformis</i>, and <i>Ziziphus mauritiana</i> for removal of chemical residues from edible produce</p> <p style="padding-left: 40px;">Budget allotted- Rs. 2.47 lakhs Expenditure - Rs. 0.58 lakh</p> <p>ii. "Assessment of quality of some medicinal plants from different markets of Madhya Pradesh vis-à-vis market value."</p> <p style="padding-left: 40px;">Budget allotted – Rs. 4.56 lakhs Expenditure - Rs. 0.70 lakhs</p> <p>iii) Develop Germplasm Repository of Endanger Medicinal Tree <i>Oroxylum indicum</i> (Shyonak). PI- (Dr.B.P.Tamta -Scientist-E, NTFP). Project Sanction on 01-01-2019 Cost of Project in Rs. 28,36,700/- (Funded by NMPB) Budget allotted:- (yet to be released).</p> <p>iv) Identification of Superior Genotypes of selected Temperate Medicinal Plants. Neelu Singh-Scientist-F (PI) & Dr. B.P Tamta Co-PI.</p> <p>v) Sustainable Management of NTFP through conservation and value addition. Neelu Singh-Scientist-F, National Coordinator & Dr. B.P Tamta & Dr. Mala Rathor, Scientist-E, (PI). Cost of Project for 2019-20 in Rs.36,00,000/- (Funded by ICFRE)</p>

	<p>vi) Conservation of Germplasm of Threatened Medicinal and Aromatic Plants of Uttarakhand Himalayas. PI- (Dr.B.P.Tamta -Scientist-E) Project submitted to NMPB in August, 2019 and under consideration. Cost of the Project- Rs. 52,75,800/-</p> <p>C) Planting Stock Improvement Unit (PSI) (Dr. Dinesh Kumar-Scientist-G).</p> <p>i) High density plantation management (Funded by ICFRE): Allotted: Rs 8.60 Lakh, Expenditure: Rs 4.74 Lakh,</p> <p>ii) Establishment of community fodder banks (funded by NMHS): Allotted: Rs. 27.00 lakh (yet to be released), Expenditure: Rs. 9.50 lakh (Spent through Balance of Previous year)</p> <p>iii) Conservation of <i>Litsea glutinosa</i>: an endangered and threatened medicinal tree of North West Himalaya. PI- (Dr. Nawa Bahar, Scientist-D)</p> <p style="text-align: right;">Allotted:- Rs. 15 Lakh Expenditure:- Rs. 9,10,852/-</p> <p>D) Budget Allotment Under Other Than for the Year 2019-20.</p> <p>1) Administrative Expenses.</p> <p style="text-align: right;">a) Vehicle Running Expenses (Fuel) – Rs. 1,50,000/- b) Insurance – Rs. 10,000/- c) Vehicle Repair – Rs. 50,000/- d) Office/IT Equipments – Rs. 50,000/- e) Liveries- Rs. 2,00,000/-</p> <p>2) Research Expenses.</p> <p style="text-align: right;">a) Other Consumables (M&S) – Rs. 20,000/- b) Other Research Expenditure (FRE) – Rs. 4,50,000/- c) Advertisement and Publicity- Rs. 1,02,000/- d) Subsidies given to inst./Sci Societies/Other Organi- Rs. 5.55/- (Lakh)</p> <p style="text-align: right;">Total = Rs. 15,87,000/-</p>
9. Particulars of facilities to citizens and for public use/Sale.	<p>1. Silviculture Museum .</p> <p>2. NTFP Museum.</p> <p>3. a) Central Nursery, FRI. b) Small Bamboo Nursery.</p> <p>4. Centenary Nursery, City Section</p> <p>5. Timber Depot, Range office, FRI</p>

Establishment File

S.No	Subject	File No.
1	Staff of Silviculture Division (Seniority list Posting/Transfer)	1-1/2014-HSD
2	ACRs of Officers & Staff of Silviculture Division	1-16/2016-HSD
3	Reg. Parliament Question	1-21/2007-HSD
4	Reg. Foreign Visit by the Staff	1-24/2011-HSD
5	हिन्दी की प्रगति की त्रैमासिक विवरण	1-3/2011-HSD
6	Miscellaneous Correspondence reg Gazetted Officers.	1-27/2019-HSD

Research File

S.No	Subject	File No.
1	Greening Punjab Mission	2-96/2012-HSD
2	NIDM Training	2-97/2013-HSD
3	Workshop on Forest Seed Science.	2-98/2014-HSD
4	19 th Commonwealth Forestry Conference 2017	2-102/2015-HSD
5	Brainstorming meeting on Forest Fires	2-106/2016-HSD
6	World Environment Day 5 th June, 2017	2-107/2017-HSD
7	Forest Seed Certification	2-108/2017-HSD
8	Corr. Reg All India Co-ordinate Research Projects Submitted to NPCs. AICRPs	2-109/2017-HSD
9	Regarding RTI	2-110/2018-HSD
10	Govt. Accommodation reg	2-112/2018-HSD

11	Ph.D File	2-113/2018-HSD
12	Corr. Reg Miscellaneous research technologies	2-114/2018-HSD
13	Project Proposal –reg	2-115/2018-HSD
14	Public Grievance – reg	2-116/2018-HSD
15	NSMC ‘Management of Forest Fire’-reg	2-117/2018-HSD
16	Submission of project proposal for RAG-reg	2-118/2018-HSD
17	Preparation of Coffee Table Book – reg.	2-119/2018-HSD
18	World Forestry Day-reg.	2-120/2018-HSD
19	Assessment file of Silviculture Staff –reg.	2-121/2019-HSD
20	Research Advisory Group-reg.	2-122/2019-HSD
21	Action Taken & Miscellaneous Research PUCs.	2-123/2019-HSD
22	Central Monitoring Committee (CMC) for MoEF&CC to Monitor the Implementation of the National Action Plan on Forest Fire – reg.	2-124/2019-HSD
23	Quarterly Progress Report –reg	2-125/2019-HSD
24	Meeting/Agenda for Tree Outside Forest reg. (ToF).	2-126/2019-HSD
25	Implementation of Annual Action Plan of BTSG-ICFRE for the Activities Approved by NBM for the year 2019-20(New Activities)	2-127/2019-HSD
26	Experiment Resin Taping in the Chir Pine Forest of Campion Block reg.	2-128/2019-HSD

Store Files

S.No	Subject	File No.
1	Purchase of UPS/Computer.	3-10/95/STR/HSD
2	Misc. Correspondence of Stores	3-15/96/STR/HSD
3	Corr. Reg allotment of Vehicle for Silva Div	3-22/03/STR/HSD
4	Purchase of Carpet & Doormeter	3-23/04/STR/HSD
5	Purchase of Assets items of Store	3-24/04/STR/HSD
6	Purchase of Electric Appliances	3-25/04/STR/HSD
7	Purchase of Vermiculate reg.	3-26/04/STR/HSD
8	Instruction of Prepartion of Accounts of Accrual Bans.	3-27/2012/STR/HSD
9	Purchase of New GPS-reg	3-28/2012/STR/HSD
10	Creation of Fixed Assets.	3-29/2014/STR/HSD
11	Correspondence reg Govt Vehicle No UK 07 -1042 (Swift D'Zire) of HoD.	3-30/2016/STR/HSD
12	Corr. Reg Purchase of Mise. Consumable items for Tosiba Colour Copier.	3-31/2017/STR/HSD
13	Submission of Quarterly Progress Report (QPR) to the CTE's organisation sent to CVC- reg.	3-32/2017/STR/HSD
14	Purchase of Digital Camera & GPS under the project "Uttarakhand CAMPA"	3-33/2018/STR/HSD

Miscellaneous Files

S. No.	SUBJECT	FILE NUMBER
1	Forester's Memorial at FRI Dehradun	4-47/2015-HSD
2	Monthly Revenue Report at Silviculture Div	4-48/2016-HSD
3	National Advisory Committee for 19 th Commonwealth Forestry Conference	4-49/2016-HSD
4	State of Knowledge	4-50/2016-HSD
5	Silviculture Conference 2014- Forest Utilization	4-52/2016-HSD
6	Silviculture Coffee Table Book	4-53/2016-HSD
7	Annual Property Returns in Group A,B,& C or D.	4-54/2018-HSD
8	सराहनीय कार्य हेतु पुरस्कार।	4-55/2018-HSD
9	Miscellaneous VIP Visit	4-56/2018-HSD
10	Purchase of Mahindra Tractor	4-57/2018-HSD
11	Bio-metric attendance – reg.	4-58/2018-HSD
12	Bamboo Cetam-reg	4-59/2018-HSD
13	विभिन्न बाहरी सहायता प्राप्त परियोजना से सम्बन्धित विविध पत्राचार	4-60/2018-HSD
14	Review/Assessment of Scientist reg.	4-61/2018-HSD
15	Miscellaneous Complain of Tree reg	4-62/2019-HSD

Accounts Files

S. No.	SUBJECT	f. No.
1	Budget Allocation reg	5-1/01-HSD
2	Audit Reports/ Objection & replies.	5-3/01-HSD
3	Income Tax reg	5-8/01-HSD
4	Engagement of Driver in Contract basis & payment there of	5-11/05-HSD
5	Reimbursement Licence fee of House allotted to Contractual worker of Silviculture Div	5-12/2016-HSD

Seminar /Workshop/Training/Meeting Files

S.No	Subject	File No.
1	Corr. Reg Silviculture Confrence	6-11/2005-HSD
2	Corr. Reg National Forestry Congress	6-16/2010-HSD
3	Training Course on Forest Certification for IFS officers at FRI, Dehradun reg.	6-18/2017-HSD
4	Training Programme to be organised as per HRD Plan of ICFRE- reg.	6-19/2017-HSD
5	Restoration of Indian Forests	6-20/2017-HSD
6	Misc Training/Seminar /Workshops-reg	6-21/2018-HSD
7	Monthly Research Seminar reg	6-22/2018-HSD

Publication Files

S.No	Subject	File No.
1	Notesheet of DG ICFRE	7-4/17-HSD

Personal Files

S.No	Subject	File No.
1	Sh Kishan Kumar, MTS	8-28/2001-HSD
2	Sh Rajesh Kumar Kala, MTS	8-54/92-HSD
3	Sh Roshn Lal, MTS	8-63/2001-HSD
4	Sh Roshn Lal, MTS	8-63/2001-HSD
5	Sh V.K Bhatt, Head Store Keeper	8-84/2001-HSD
6	Sh Lekhnath Bhattaray, T.O	8-107/2001-HSD
7	Smt. Manisha Thapliyal, Scientist-F	8-109/2002-HSD
8	Sh Satya Prakash, T.O	8-112/2002-HSD
9	Sh Dinesh Kumar, Scientist-G	8-118/2002-HSD
10	Sh Dinesh Kumar, Scientist-G	8-118/2002-HSD
11	Dr Nav Bahar, Scientist-D	8-141/2006-HSD
12	Sh Vedpal Singh, Scientist-C	8-154/2009-HSD
13	Sh Chandan Singh Rawat, MTS	8-159/2012-HSD
14	Sh Pushpendra Kumar, MTS	8-167/2014-HSD
15	Sh Noor Ahmed, Driver	8-173/2015-HSD
16	Sh Vishwajeet Sharma, T.O	8-174/2016-HSD
17	Sh Himendra, Forester	8-177/2016-HSD
18	Sh Anil Kumar, Forest Guard	8-178/2016-HSD
19	Dr. Amit Kumar Verma, T.O	8-179/2016-HSD

S.No	Subject	File No.
20	Sh Sidharth Rana, Forest Guard	8-180/2016-HSD
21	Sh Uma Shankar, Forest Guard	8-181/2016-HSD
22	Sh Manjeet Kumar, Forest Guard	8-182/2016-HSD
23	Smt. Namitha Nhandadiyil, T.O	8-183/2016-HSD
24	Sh Sandeep Kumar, Forest Guard	8-184/2016-HSD
25	Sh Mohit Kumar, Forest Guard	8-186/2016-HSD
26	Sh Piyush Rawat, Technician	8-187/2016-HSD
27	Smt. Nitika Bisht, Forester	8-188/2016-HSD
28	Sh Prateek Rawat, Forester	8-189/2016-HSD
29	Sh Jeevan Chand Joshi, Forester	8-190/2016-HSD
30	Sh Adesh Tiwari, Forest Guard	8-191/2016-HSD
31	Sh Dipak Kumar, Forest Guard	8-192/2016-HSD
32	Sh Shakil Ahmed, Assistant	8-198/2017-HSD
33	Sh S.R Reddy, DCF	8-200/2017-HSD
34	Sh Ankit Rawat, Technician	8-202/2017-HSD
35	Sh Kiran Kumar, T.O	8-203/2017-HSD
36	Sh Arvind Kimar, LDC	8-204/2017-HSD
37	Smt. Arti Chaudhary, IFS, Head S&FM	8-207/2017-HSD
38	Sh S.K Thomas, IFS, AS(G)	8-208/2017-HSD

S.No	Subject	File No.
39	Smt. Neelu Singh, Scientist-F, NTFP	8-209/2018-HSD
40	Sh Sachin Kumar, Forest Guard	8-210/2018-HSD
41	Sh Nikhil Verma, T.O	8-211/2018-HSD
42	Sh Attar Singh, ACTO,	8-212/2018-HSD
43	Dr. B.P Tamta, Scientist-E	8-215/2018-HSD
44	Sh Shashank Shukla, JRF	8-216/2018-HSD
45	Sh Aman Kumar, JRF	8-217/2018-HSD
46	Sh Nalin Rawat, JRF	8-219/2019-HSD
47	Ms. Khulakpam Apshahana, JRF	8-220/2019-HSD
48	Sh Anuj Kavi, FA	8-222/2018-HSD
49	Sh Harish Kumar, FA	8-223/2019-HSD
50	Sh Sohan lal, Driver	8-224/2019-HSD
51	Dr. Mala Rathore, Scientist-E	8-225/2019-HSD
52	Sh Ashok Kumar, FRO	8-226/2019-HSD
53	Sh Surya Prakash Tiwari, Forest Guard	8-227/2019-HSD
54	Sh Arun Pal, Forest Guard	8-228/2019-HSD
55	Sh Surya Prakash, MTS	8-229/2019-HSD

Accounts File

S.No.	Subject	File No.
1	Budget Allotment (Allocation of Funds & Budget Closing)	1-1/AC/AS(G)
2	Tour Correspondence of the Staff	1-2/AC/AS(G)
3	Forest Advance	1-3/AC/AS(G)
4	D.A., T.A., Overtime, Transfer Allowance, HRA & Other/Fee Allowance	1-4/AC/AS(G)
5	Audit File (Internal Audit/External Audit Reply of Audit Memo)	1-5/AC/AS(G)
6	Assessment of Sales Tax & Service Tax/Trade Tax	1-6/AC/AS(G)
7	Income Tax & Property Return	1-7/AC/AS(G)
8	Wages/EPF/Salaries	1-8/AC/AS(G)
9	Payment of Bill	1-9/AC/AS(G)
10	Rate Contract/ Agreement	1-10/AC/AS(G)
11	C.A.G. Audit (Academic)	1-11/AC/AS(G)
12	Hiring Charge of different type vehicle	1-12/AC/AS(G)
13	Proposals for grant-in-aid from ICFRE under Forestry Education	1-13/AC/AS(G)
14	Reply of Audit memo	1-14/AC/AS(G)
15	Forest Fire Tools	2-55/HSD

Establishment File

S.No.	Subject	File No.
1	Filling up the Post or Promotion in FRI & Other Deptt./review of technical or Scientist for Promotion	2-1/EST/AS(G)
2	Staff Position (Leave report of staff)	2-2/EST/AS(G)
3	Recommendation of Pay Commission/Pay revised	2-3/EST/AS(G)
4	Writing of A.C.R. of the staff	2-4/EST/AS(G)
5	Group insurance scheme	2-5/EST/AS(G)
6	Seniority List of the employees	2-6/EST/AS(G)
7	Exercise of option by ICFRE	2-7/EST/AS(G)
8	Implementation of ACP scheme in Central Govt. Employee	2-8/EST/AS(G)
9	Museum Duty	2-9/EST/AS(G)
10	Man power on contractual/Engagement of	2-10/EST/AS(G)

	technical/Non-technical personal in ICFRE/FRI	
11	Service record of AS(G) staff	2-11/EST/AS(G)
12	Modified APAR (Annual Performance Approval Report) for group A Scientists of ICFRE	2-12/EST/AS(G)
13	Practical test for recruitment to post of technical assistant (Artist Grade III) by direct recruitment	2-13/EST/AS(G)
14	Foreign visit by govt. employee	2-14/EST/AS(G)
15	IWSU(O & M inspection of various officers)	2-15/EST/AS(G)
16	Preparation of PARs for IFS officers through SPARROW	2-18/EST/AS(G)
17	Trade text (Typing test) for the post of LDC	2-20/EST/AS(G)
18	Enquiry	2-21/EST/AS(G)
19	Engagement of contractual worker under contingency	2-22/EST/AS(G)
20	Revision of Fellowship for JRF's working in CAMPA Project	2-23/EST/AS(G)
21	Forest Fire Tools	2-55/EST/AS(G)
22	NIDM	2-97/EST/AS(G)

Store Files

S.No.	Subject	File No.
1	Purchase of Store & Equipments	3-1/ST/AS(G)
2	Transfer to store articles	3-2/ST/AS(G)
3	Requisition for stationary & sanction for local purchase & quotation	3-3/ST/AS(G)
4	Quotation & supply order & store items, rate contact	3-4/ST/AS(G)
5	Requisition for vehicles	3-5/ST/AS(G)
6	Repair of typewriter	3-6/ST/AS(G)
7	Verification of store	3-7/ST/AS(G)
8	Computer file	3-8/ST/AS(G)
9	Condemnation of unserviceable items of store	3-9/ST/AS(G)
10	Requisition of stationary items from HSD store & central store, FRI	3-10/ST/AS(G)
11	Requisition for maintenance of Museum	3-11/ST/AS(G)
12	Requisition for work order Service Branch (W.W.Sec)	3-12/ST/AS(G)
13	Requisition for work engineering cell	3-13/ST/AS(G)
14	Purchase the digital camera	3-15/ST/AS(G)
15	Purchase the carpets & curtains	3-16/ST/AS(G)
16	Annual Physical Verification of store outside	3-17/ST/AS(G)
17	Record/Review/Weed out record	3-18/ST/AS(G)

18	Museum, City Centre Old Rangers Colleges	3-19/ST/AS(G)
19	Purchase of Chemicals	3-20/ST/AS(G)
20	Purchase of Dendrometer & Range Finder-Reg	3-21/ST/AS(G)
21	Purchase of Artists Items	3-22/ST/AS(G)
22	Editing of Punjab Report	3-23/ST/AS(G)
23	Purchase of Articles for office use through F.A.	3-24/ST/AS(G)
24	Store Items of Sliviculture Museum	3-25/ST/AS(G)
25	Transfer of Museum Items	3-26/ST/AS(G)

MISCELLANEOUS Files

S.No.	Subject	File No.
1	Hindi File	4-1/Misc/AS(G)
2	Kendriya Vidhayala	4-2/Misc/AS(G)
3	Regarding fireproofing equipment	4-3/Misc/AS(G)
4	Waiting List of FRI quarters	4-4/Misc/AS(G)
5	Parliament (Lok Sabha & Vidhan Sabha) questions	4-5/Misc/AS(G)
6	General orders of Director General, ICFRE Director, Registrar FRI, etc, Letters Permissions	4-6/Misc/AS(G)
7	Election of Vidhan Sabha & Lok Sabha & technical Staff	4-7/Misc/AS(G)
8	Annual immovable property return	4-8/Misc/AS(G)
9	Condolence meeting, observation of silence	4-9/Misc/AS(G)
10	Accommodation of AS(G) Sec. FRI	4-10/Misc/AS(G)
11	Forest Research Patrik	4-10/Misc/AS(G)
12	Destruction of the office records & constitution of a committee	4-12/Misc/AS(G)
13	Tour report of AS(G) staff/ Foreign tour/ Foreign visit	4-13/Misc/AS(G)
14	ISO file	4-14/Misc/AS(G)
15	Uttaranchal District Gramin Guarantee Project	4-15/Misc/AS(G)
16	Annual Short	4-16/Misc/AS(G)
17	Detail of the medicines administered by Shri M.K. Bisht at new forest Hospital on 09-03-08	4-17/Misc/AS(G)
18	E-Governance	4-18/Misc/AS(G)
19	Correspondence with ICFRE HQ	4-19/Misc/AS(G)
20	Indian Forester FRI	4-20/Misc/AS(G)
21	Bioinformatics & GIS Division FRI	4-21/Misc/AS(G)
22	Indian Forestry Research Information System (IFRIS)	4-22/Misc/AS(G)
23	World Environment Day	4-23/Misc/AS(G)
24	Common Wealth Games villages 2010	4-24/Misc/AS(G)
25	Patent on RED	4-25/Misc/AS(G)
26	Supply of information under right to information act, 2005 RTI	4-26/Misc/AS(G)
27	Inputs for the councils website	4-27/misc/AS(G)
28	Construction of an extension not near trees of gate, FRI	4-28/Misc/AS(G)
29	New I-Cards	4-29/Misc/AS(G)
30	Leave Report	4-30/Misc/AS(G)
31	New Year Greeting Card	4-31/Misc/AS(G)
32	Guard File	4-32/Misc/AS(G)
33	Preparation of Telephone Directory 2018-19	4-33/Misc/2018/AS(G)
34	Miscellaneous papers	4-34/Misc/2018/AS(G)
35	Annual Performance Appraisal Report (APAR)/ TEC-staff	4-35/Misc/ACR/Tec 2018

36	RTI replies	4-36/Misc/RTI/AS(G)
37	SLP(C) 8633 of 2017 State of Uttarakhand & others versus in the matter of protection of Forests (Civil Appeal 1249 of 2017	4-37/Misc/AS(G)/SLP

Personal File

S.No.	Subject	File No.
1	Shri S.R. Joshi Scientist-B	5-1/PF/AS(G)/08
2	Shri V.K. Dhawan R.O.	5-2/PF/AS(G)/08
3	Shri M.P. Bhandari R.A.I. (Artist)	5-3/PF/AS(G)
4	Shri Brij Mohan Sharma TA III	5-4/PF/AS(G)
5	Shri Ram Baran Khalasi	5-5/PF/AS(G)
6	Shri Shyam Bahardur Rana Khalasi	5-6/PF/AS(G)
7	Smt. Afshan Zaidi RA II (Artist)	5-7/PF/AS(G)
8	Shri Shashi Malik AS(G)	5-8/PF/AS(G)
9	Shri Harpal Singh UDC	5-9/PF/AS(G)
10	Shri R.P. Singh AS(G)	5-10/PF/AS(G)
11	Smt. Smita Rawat	5-11/PF/AS(G)
12	Ms. Poornima Ravi Shankar, JRF	5-12/PF/AS(G)
13	Mrs. Isha Rana, JRF	5-13/PF/AS(G)
14	Shri Wasim Bakhi, JRF	5-14/PF/AS(G)
15	Shri Deepak Mishra IFS	5-15/PF/AS(G)
16	Shri Vedpal Singh Scientist-C	5-16/PF/AS(G)
17	Shri Surendra Pratap Singh, JRF	5-17/PF/AS(G)
18	Shri S. Kathikeyan, JRF	5-18/PF/AS(G)
19	Shri Duarika Prasad Badoni, JRF	5-19/PF/AS(G)
20	Km. Seema	5-20/PF/AS(G)
21	Shri Bilal Ali Khaki, JRF	5-21/PF/AS(G)
22	Shri R.K. Acharya AS(G)	5-22/PF/AS(G)
23	Shri Dr. Altaf Hussain Sofi	5-23/PF/AS(G)
24	Shri Mukesh Prasad, JRF	5-24/PF/AS(G)
25	Shri Manas Bagde, JRF	5-25/PF/AS(G)
26	Shri Ram Singh R.A. II	5-26/PF/AS(G)
27	Shri Gaurav Thapa, semi-skilled	5-27/PF/AS(G)
28	Shri Lalit Narayan	5-28/PF/AS(G)
29	Shri S.R. Reddy AS(G)	5-29/PF/AS(G)
30	Shri Nayan Jyoti Gogi	5-30/PF/AS(G)
31	Shri Vishwajeet Sharma	5-31/PF/AS(G)
32	Shri Manendra Kaneria	5-32/PF/AS(G)
33	Shri Anil Kumar Rawat	5-33/PF/AS(G)
34	Shri Umesh Kumar, DCF	5-34/PF/AS(G)
35	Shri Lattanhluva Zathang, DCF	5-35/PF/AS(G)
36	Shri M.P. Tarun Vijay	5-36/PF/AS(G)
37	Mr. Meghraj Sharma	5-37/PF/AS(G)
38	Mr. Shashank Shukla	5-38/PF/AS(G)
39	Mr. Falguni Bahera	5-39/PF/AS(G)
40	Mr. Achyutam Singh	5-40/PF/AS(G)
41	Mr. Vishwajeet Sharma R.A.I.	5-41/PF/AS(G)

42	Mr. Umashankar Bondwal, F.G.	5-42/PF/AS(G)
43	Handling over/Taking over of AS(G)	5-43/PF/AS(G)
44	Mr. R.Thanga Pandian	5-44/PF/AS(G)
45	Shri Adesh Tiwari	5-45/PF/AS(G)
46	Shri Aman Dabral	5-46/PF/AS(G)

Research Files

S.No.	Subject	File No.
1	Research Programme, Res. Project & Res. Achievement General	6-1/RES/AS(G)
2	Monthly Report Activity	6-2/RES/AS(G)
3	Quarterly Report/Action plan	6-3/RES/AS(G)
4	Six monthly report	6-4/RES/AS(G)
5	Annual Research Report	6-5/RES/AS(G)
6	RAG Progress Report	6-6/RES/AS(G)
7	Review of Progress report ICFRE	6-7/RES/AS(G)
8	Bimonthly progress report	6-8/RES/AS(G)
9	General information reg. silviculture aspects & advice to different Forest Deptt & Private bodies	6-9/RES/AS(G)
10	Proposals five year plan	6-10/RES/AS(G)
11	Correspondence of Bamboo	6-11/RES/AS(G)
12	Renovation of FRI Museum	6-12/RES/AS(G)
13	General queries from Govt. & others	6-13/RES/AS(G)
14	Monthly presentation programmes (research)	6-14/RES/AS(G)
15	Evaluation of research project	6-15/RES/AS(G)
16	Information on Acacia	6-16/RES/AS(G)
17	Preparation of research project for External Funding	6-17/RES/AS(G)
18	Research proposal project forest fire protection research & development	6-18/RES/AS(G)
19	Studies on the effect of ban on felling in Chir forest of the U.P. hills above 1000m. (Multi disciplinary project)	6-19/RES/AS(G)
20	Optimization of potting media of compost making fertilizer with different schedule of irrigation for growth of nursery plants in root trainers	6-20/RES/AS(G)
21	Steering committee on integrated development of Himalayas	6-21/RES/AS(G)
22	Urban Forestry, Social Forestry, Agro Forestry	6-22/RES/AS(G)
23	Holding the meeting of RAC	6-23/RES/AS(G)
24	Development of suitable Silvicultural practices of J.F.M.	6-24/RES/AS(G)
25	Conservation & Management of economically valuable NTEP tree species & development of cultivation package under ECO thrust	6-25/RES/AS(G)
26	Revised project proposal development of genetically superior planting material & seed/ plant protection measures for increasing productivity of <i>Jatropha curcas</i> in Uttarakhand	6-26/RES/AS(G)

27	History of forestry research in India etc	6-27/RES/AS(G)
28	To revise the Silviculture of Indian trees VIII vol. Pine species	6-28/RES/AS(G)
29	Impact of major forest invasive plants on the biodiversity of the Chakrata Forest Division	6-29/RES/AS(G)
30	India-China forestry co-operation agreement	6-30/RES/AS(G)
31	Revival of all India preservation plots	6-31/RES/AS(G)
32	Consultancy & RCS general	6-32/RES/AS(G)
33	Impact of ban on green felling on deodar blue pine for spruce forest of Uttaranchal & Himachal	6-33/RES/AS(G)
34	Change of PI for Narma/EA project Silviculture Division, FRI	6-34/RES/AS(G)
35	South Asia Co-operative Environment Programme	6-35/RES/AS(G)
36	Kendriya Van Prabhag Haldwani Uttarakhand ke antergat Vidhyaman FRI ke Prayogik Plato ke Sambandh me	6-36/RES/AS(G)
37	Research proposals for RAG	6-37/RES/AS(G)/RAG
38	Manual work for NERGA project	6-38/RES/AS(G)
39	Analysis of soil sample	6-39/RES/AS(G)
40	Forest fire control tools completion of project	6-40/RES/AS(G)
41	River bad on ecological Silviculture & Environmental aspects of river bad material collection in Uttarakhand	6-41/RES/AS(G)
42	ADG (M&E) ICFRE report	6-42/RES/AS(G)
43	Special teak enquiry	6-43/RES/AS(G)
44	Quinquennial report	6-44/RES/AS(G)
45	All India Co-ordinated project	6-45/RES/AS(G)
46	Project proposal for CIFOR	6-46/RES/AS(G)
47	Revision of working plan code	6-47/RES/AS(G)
48	Assessing biodiversity through maintenance of preservation plots of Uttarakhand	6-48/RES/AS(G)
49	Community BSED sustainable natural resources management for poverty alleviation in the States of Uttarakhand, West Bengal, Madhya Pradesh, Chhatisgarh, Jharkhand, Gujarat, Rajasthan, Andhra Pradesh, Maharashtra & Orissa	6-49/RES/AS(G)
50	Monitoring of stipulation of environmental elerance project	6-50/RES/AS(G)
51	Effectively control the spread of Pine forest to combat the Menace (VIP reference receive from Mr. Harish Rawat, Min. of State for labour & employment Govt. of India, New Delhi)	6-51/RES/AS(G)
52	Forest tree cover in India	6-52/RES/AS(G)
53	Assistance in setting up of biodiversity park of development of waste paints	6-53/RES/AS(G)
54	National level study of removal of timber, fuel, wood fodder & grasses from forest through head load other mean	6-54/RES/AS(G)
55	Implement of Mid career of HS Phase-III awarded	6-55/RES/AS(G)
56	The national forestry action programme (NFAP)	6-56/RES/AS(G)
57	Extension activities Himalayan Foundation	6-57/RES/AS(G)
58	Management plantation Forestry	6-58/RES/AS(G)
59	Project proposal for novod board Gurgaon Reg.	6-59/RES/AS(G)

60	Brief note on technologies	6-60/RES/AS(G)
61	Project title monitoring & evaluating of Bamboo Plantation	6-61/RES/AS(G)
62	Third party verification of plantation raised by ETF Reg.	6-62/RES/AS(G)
63	Regarding site plan for the areas	6-63/RES/AS(G)
64	Vegetative propagation acer pictum by different rooting hormones	6-64/RES/AS(G)
65	To prepare models for forest fire danger rating system to support forecasting forest fire in sal and chir forests of Uttarakhand	6-65/RES/AS(G)
66	Review of JFM/Programme Implementation-Reg	6-66/RES/AS(G)
67	NAEB-JFM Project	6-67/RES/AS(G)
68	Revision of Project proposals to be submitted to International agencies for Funding	6-68/RES/AS(G)
69	Investigation on Natural regeneration of sal, deodar, oak spruce & fire forest of Uttarakhand	6-69/RES/AS(G)
70	Revision of forest types of India 2012	6-70/RES/AS(G)
71	Budget requirement under the project reassignment of forest types-I, II	6-71/RES/AS(G)
72	National subject matter coordinator (NSMC)	6-72/RES/AS(G)
73	Proposal for entire of disaster management in forestry	6-73/RES/AS(G)
74	Protection of Banyan Tree in Kurukshetra	6-74/RES/AS(G)
75	Observation of bamboo plantation in Garhi Mandu	6-75/RES/AS(G)
76	Consultancy project of Punjab	6-76/RES/AS(G)
77	Correspondence regarding amendments required in working plan 2011-20	6-77/RES/AS(G)
78	Investigation of letter inflame agility, potentially liable for forest fire in the forestry of Uttarakhand	6-78/RES/AS(G)
79	Extension for unskilled worker	6-79/RES/AS(G)
80	Punjab Project	6-80/RES/AS(G)
81	Comments action taken report on the recommendation made by national forest commission	6-81/RES/AS(G)
82	Making Green Delhi	6-82/RES/AS(G)
83	Monitoring & Evaluation of CAMPA Plantation of Himachal Pradesh	6-83/RES/AS(G)
84	Preparation of working plan of Karanpur, Birdrahan & Nandbir forest of Dasuya Forest Division	6-84/RES/AS(G)
85	Training Programme on "Comprehensive landslide risk management" 19-23 May 2014	6-85/RES/AS(G)
86	Tetratex & FRI-Reg	6-86/RES/AS(G)
87	Uche paudhe ropan hetu model yojana	6-87/RES/AS(G)
88	Tree outside for improvement out management	6-88/RES/AS(G)
89	Monitoring & Evaluation of works carried out by under state FDA by U.P. Forest Department	6-89/RES/AS(G)
90	Monitoring & Evaluation of U.P. CAMPA & JICA	6-90/RES/AS(G)
91	Revival & Maintenance of preservation plots of India	6-91/RES/AS(G)
92	Tree census & identification of Flora of 16 Na Mussoorie	6-92/RES/AS(G)
93	Forest fire disaster risk mitigation (NIDM)	6-93/RES/AS(G)/I,II
94	Regarding the evaluation of afforestation works carried out from the year 2012-13 to 2014-15 under the National Afforestation Program	6-94/RES/AS(G)

95	Monitoring & Evaluation of Haryana CAMPA/FDA	6-95/RES/AS(G)
96	Monitoring & Evaluation of CAMPA Plantations of Uttarakhand	6-96/RES/AS(G)/I,II,III
97	Haryana Forest State Campa	6-97/RES/AS(G)
98	Information regarding facilities, management funds-reg.	6-98/RES/AS(G)
99	Preparation of working plan for forest area	6-99/RES/AS(G)
100	Chakrata forest department management	6-100/RES/AS(G)
101	Working plan of sukhma wildlife sanctuary	6-101/RES/AS(G)
102	International Biodiversity Congress 2018 nomination to attending core committee meetings-reg	6-102/RES/AS(G)
103	Punjab project campa	6-103/RES/AS(G)
104	Preparation of DPR Yamuna Project Proposal	6-104/RES/AS(G)
105	Technical Consultation reg. uprooting of trees without wind & storm	6-105/RES/AS(G)
106	NIDM Training	6-106/RES/AS(G)
107	Engagement of Experts under PUNCAMPA	6-107/RES/AS(G)
108	Monitoring & Evaluation of FDA plantation activities of U.P. Forest Department	6-108/RES/AS(G)
109	Monitoring & Evaluation of Green India Mission of Punjab Forest Department	6-109/RES/AS(G)
110	Third Party Monitoring & Evaluation of Plantations Govt. of NCT of Delhi	6-110/RES/AS(G)
111	Third Party Monitoring & Evaluation of Plantations of J&K (CAMPA)	6-111/RES/AS(G)
112	Vetiver Plantation in Ecological Units	6-112/RES/AS(G)

Publication File

S.No.	Subject	File No.
1	FRI news letter forest news volume ICFRE news letter civil services news letter	7-1/PUB/AS(G)
2	National Awards/ICFRE Awards/FRI Awards	7-2/PUB/AS(G)
3	Submission of Papers, Articles, Literature	7-3/PUB/AS(G)
4	Request for Articles, Papers, other technical know how from other organization	7-4/PUB/AS(G)
5	Regarding Silviculture Library	7-5/PUB/AS(G)
6	Writing of a book Article History of Forestry Research in India	7-6/PUB/AS(G)
7	Publication of Hindi News Letter	7-7/PUB/AS(G)
8	Forestry News	7-8/PUB/AS(G)

Meeting/Seminar/Conference/Workshop File

S.No.	Subject	File No.
1	Silviculture Meeting, Regional Meeting	8-1/MSW/AS(G)
2	Minutes of the Meeting by the Committee	8-2/MSW/AS(G)
3	Liasion Meeting, National Forestry Liasion Meeting	8-3/MSW/AS(G)

4	Forestry Conference	8-4/MSW/AS(G)
5	Visit programme & study tour in FRI & other department	8-5/MSW/AS(G)
6	Seminars/ Notification Agroforestry Synopsis	8-6/MSW/AS(G)
7	ICFRE Workshop/Meeting	8-7/MSW/AS(G)
8	Visit of Silviculture Museum FRI	8-8/MSW/AS(G)
9	Workshop on utilization of weeds in Himalaya (Lantana, Eupatorium etc)	8-9/MSW/AS(G)
10	International Seminar/Training on forestry of various country (biodiversity)	8-10/MSW/AS(G)
11	Workshop on Bamboo	8-11/MSW/AS(G)
12	JFM international workshop	8-12/MSW/AS(G)
13	General workshop/Seminar/Conference	8-13/MSW/AS(G)
14	Meeting in lesser known tree species	8-14/MSW/AS(G)
15	BOG Meeting of the ICFRE Society	8-15/MSW/AS(G)
16	Meeting on Nano Science & its application in Forestry	8-16/MSW/AS(G)
17	Training Workshop of IFS	8-17/MSW/AS(G)
18	Visit of DDA parks in New Delhi	8-18/MSW/AS(G)
19	National Forestry conference	8-19/MSW/AS(G)
20	XXIII Inforward Congress holding of side event by ICFE on networking of Forest Genetic Resources (FGR) Evaluation & Conservation	8-20/MSW/AS(G)
21	Correspondence by Shri Gajendra Singh, Raju Khedi Honorable M.P. reg. New W.P. code	8-21/MSW/AS(G)

Training File

S.no.	Subject	File Number
1	FRI University Course, PHD-Degree & General Circular	9-1/TRAIN/AS(G)
2	Membership of the IUFRO by ICFRE	9-2/TRAIN/AS(G)
3	Constitution of Forest Fire Cell in FRI Dehradun	9-3/TRAIN/AS(G)
4	Fellowship/Scholarship	9-4/TRAIN/AS(G)
5	General Training Programme	9-5/TRAIN/AS(G)
6	Short term Training Courses Calender	9-6/TRAIN/AS(G)
7	Training for livelihood improvement project for the Himalayas	9-7/TRAIN/AS(G)
8	Seminar File 2014	9-8/TRAIN/AS(G)
9	Training on monitoring & conservation of Marin Ecosystem for Coast Guard GCS	9-9/TRAIN/AS(G)
10	ITTDC Training	9-10/TRAIN/AS(G)
11	Short Term Training Courses for Myanmar students at FRI Deemed University	9-11/TRAIN/AS(G)
12	Training on "Forest Fire Monitoring & Damage	9-12/TRAIN/AS(G)
13	Appreciation Course of IRTS Probationary Officers	9-13/TRAIN/AS(G)
14	DOPT one week in service training programme for Officers of All India Service/Officers of CSS	9-14/TRAIN/AS(G)
15	"Forestry Acts & Policy" under Green Skill	9-15/TRAIN/AS(G)/I,II

	Development Programme	
16	Umbrella Scheme of Forestry Training & Capacity Building	9-16/TRAIN/AS(G)
17	Tailor made courses on Forest Management & Environment	9-17/TRAIN/AS(G)
18	Cooperation between NIDM & FRI	9-18/TRAIN/AS(G)
19	Tentative Training Program-Reg. (moef & cc)	9-19/TRAIN/AS(G)
20	NIDM Training	9-20/TRAIN/AS(G)
21	Disaster Resilience & Green Growth for Sustainable Development-NIDM	9-21/TRAIN/AS(G)
22	Training Programme for Officer Trainees of Indian Economic Service (IES)	9-22/TRAIN/AS(G)

(C) Office R.S.M Discipline
Forest Management Discipline (S&FM Division)
ESTABLISHMENT FILES

Annexure-A

S.No.	FILE NUMBER	FILE NAME
1.	7-1/89/RS&M	Regarding Engagement of T.A./Field Asstt. Etc.
1.(A)	7-1/2010/RS&M/Pt – III	संविदा कर्मियों से सम्बन्धित।
2.	7-2/95/RS&M	Regarding Circular of Office Attendance, Punctuality Maintenance Records Etc.
3	7-4/RS&M	Regarding Filling up the Post of FRI and Outside in FRI/Deputation.
4.	7-5/RS&M	Circular regarding C.C.S. Conduct Rule/Fundamental Rule/NOC.
5.	7-6/RS&M	Regarding Appointment of Research Scholar in RS&M.
6.	7-7(8)/99-RS&M	Regarding ACR Confidential Report of RS&M
7.	7-8/92/RS&M	Regarding Seniority List of FRI
8.	7-9/98/RS&M	Regarding Reorganization and Formation of ICFRE.
9.	7-10/93/RS&M	Regarding Staff Position.
10.	7-11/89/RS&M	Regarding Staff Inspection Unit.
11.	7-12/RSM(Part – II)	Regarding Registration of Wildlife Progress (M.Sc. Forestry Course Deemed U, FRI.
12.	7-13/89/RS&M	Regarding Departmental Promotion Committee/Screening Committee.
13.	7-14/93/RS&M	Circular Regarding Joining/Transfer in R/O RS&M.
14.	7-14/2009/RS&M (Part – II)	Joining, Transfer etc –reg.
15.	7-15/RS&M	Circular Regarding Leave Rule.
16.	7-17/89/RS&M	Regarding Forwarding of Application Procedure, FRI & Outside.
17.	7-18/89/RS&M	Circular Regarding Holidays in Govt. of India/General Circulars.
18.	7-20/RS&M	Assumption of Charge of D.G./DDG/ADG and IFS Officers – reg.
19.	7-21/90/RS&M	Regarding University/ U.G.C. ICFRE Regarding (FRI D.Dun)
20.	7-22/RS&M	Regarding Consolidated Instruction Relatng to Foreign Assignment.

21.	7-23/RS&M	Regarding Generation of Income to the ICFRE way and means.
22.	7-24/94/RS&M	Regarding Court Cases.
23.	7-25/95/RS&M	Regarding Restore of RS&M Div.
24.	7-27/96/RS&M	Regarding Institutional Review.
25.	7-31/99/RS&M	Regarding Correspondence Orders Issued Time to Time. (Part – I)
25(A)	7-31/99-RS&M/Str	Handing over Taking over of charge reg.
26.	7-31(II)/2002-03/RS&M	General Correspondence Order/Letters by Dr. Mohit Gera, IFS, (Part – II)
27.	7-32/99/RS&M	Regarding Requirement of Scientist & Research Officers in the Institute.
28.	7-34/08-'09/RS&M	Regarding Creation of Discipline in RS&M.
28(A)	7-34/RS&M Div/Tellphone	Telephone Bill – reg.
29.	7-35/08/RS&M	Regarding Parliament Question. (10-17/92/Misc.)
30.	7-36/08/RS&M	Regarding Correspondence Order/Advise/Instruction Issued by the Head RS&M.
31.	7-37/08-09/RS&M	Regarding Inspection for Year 2008-09 for Various Organization under the Ministry.
32.	7-38/08-09/RS&M/RTI	Regarding Information Under RTI Act.
33.	7-40/2009/RS&M	Appointment of SRF/JRF/Field Assitt. in the External Aided Project.
34.	7-41/2009/RS&M	General Guidelines for Billing up the APAR form.
35.	7-42/2010/RS&M	Indian Forestry Development Report 2010.
36.	7-43/2010/RS&M	B.O.G. (Board of Governor).
37.	7-44/2011-12/RS&M Div. FRI	Regarding Causal Leave (C.L.) Restricted Holiday of Officers/Officials of RS&M Div.
38.	7-45/2011-12/RS&M	विषय :- ओओ एण्ड एमओ निरीक्षण के सम्बन्ध में।
39.	7-48/2012-13/Sci/RS&M	Review Assessment to Scientists.
40.	7-50/2014/RS&M	Appointment on Deputation to the Post of Director, DCF and C.F. – reg.
41.	7-51/2014/RS&M	General Circulars, Orders and Notification etc.
42.	7-52/2014/RS&M	Correspondence Regarding Recruitment of Group 'C' Posts.
43.	7-53/2018/RSM	Correspondence regarding Sample Plots
44.	7-54/2018/RSM/W.P.	Correspondence file of Working Plan

RESEARCH FILES

S. No.	FILE NUMBER	FILE NAME
1	1-2/93/RS&M	Regarding Annual Research Report sent to ICFRE.
2	1-3/2010-11/RSM (Part-II)	Annual Report By MoEF.
3	1-4/41/2010/RSM/RPC	Regarding RPC & RAG Meeting "XIIth RPC"
4	1-5/RS&M	Regarding Research Advisory Group Meeting.
5	1-8/RS&M	Regarding Research Progress Report/Quarterly/Six Monthly Report.
6	1-9/RS&M	Revision of National Forestry Research (NFRP) Reg. Mandate.
7	1-10/RSM/2007-08	Video Conferencing Schedule for Review with Institutes through Video Conferencing.
8	1-11/RS&M	Regarding Correspondence Quinquennial Review Team (QRT).
9	1-16/2013/RS&M/Review	Annual Review of Research Projects.
10	1-17/2014/RS&M	Corresponding Regarding Fixation of age and Girth Specifications for Trees in Prudence Bane Lands of Kodagu Distt. of Karnataka.
11	1-18/2017-18/S&FM Div	Preservation Plots in India – reg.
12	1-19/2018/S&FM Div.	Tabacco Board – reg.
13	1-20/2018/S&FM Div.	Sample Plot – reg.

BUILDING FILES

S.No.	FILE NUMBER	FILE NAME
1.	4-1/RS&M	Maintenance of FRI Estate.
2.	4-3/RS&M	Regarding Office Building, Office Accommodation thereof.
3.	4-9/RS&M	Regarding Reservation of Accommodation in FRI.

ACCOUNT FILES

S. No.	FILE NUMBER	FILE NAME
1	6-1/89/RS&M	Regarding Budget of Head Division of RS&M Div/Performance of Budget.
2	6-1(I)/RS&M/Budget	Regarding World Bank/National Aided Project Expenditure.
3	6-2/89/RS&M	Regarding C.C.S. Medical Attendance Rule.
4	6-3/89/RS&M	Circular Regarding Death-cum Retirement Gratuity/Pension/Family Pension Etc.
5	6-4/89/RS&M	Regarding Imprest Accounts in RS&M Div. F.A./Cash-A/C, T.A.
6	6-5/94-RS&M	Regarding Correspondence of Tours.
7	6-6/89/RS&M	Circular Regarding Group Insurance.
8	6-8/89/RS&M	Circular Regarding Taxes (Income).
9	6-9/89/RS&M	Regarding Service Postage Stamps.
10	6-10/89/RS&M	Regarding Delegation of Financial Powers/Guard File.
11	6-11/89/RS&M	Regarding Annual Immovable Property Return.
12	6-12/89/RS&M	Regarding Vigilance Inspection Report.
13	6-13/89/RS&M	Correspondence Regarding Sanction Purchase Items Under the RS&M.
14	6-14/89/RS&M	Regarding Tour form/Tour Requisitions etc.
15	6-15/90/RS&M	Regarding Allowances.
16	6-16/2002/RS&M/Audit	Regarding Audits.
17	6-17/RS&M	Regarding Sanction to the Disciplines Head for Purchase of Various Items.
18	6-20/2008/RS&M	Sixth Pay Commission of the Govt. of India.
19	6-21/2010/RS&M	Monthly Salary Certificate of SRF/JRF/PA/FA/RA & Retired Person on Contractual Basis.
20	6-22/2014/RS&M	Preparation of Balance Sheet of ICFRE/Institute /Budget A/C.

STORE FILES

S. No.	FILE NUMBER	FILE NAME
1	3-1/RS&M	Purchase of Stationery Items/Indent thereof/Under Projects for Workshop etc.
2	3-II/2004/RS&M	Correspondence Regarding Purchase of Computer/Printer etc.
3	3-II/2009/RS&M/STR	Regarding Purchase of Laptop.
4	3-5/III//RSM/09-10/FRI	Regarding Purchase of Water Filter etc.
5	3-5/RS&M	Correspondence Regarding Purchase of Stores/Chemical/Foreign/Indian Equipment.
6	3-10/07-08/RS&M	Regarding Stationery Items from the Central Store FRI.
7	3-10/2002-03/STR/Mis	Correspondence Miscellaneous Articles reg.
8	3-11/2008/RS&M	Regarding Trade Tax.
9	3-11/90-RS&M Div	Purchase of Carpets – reg.
10	3-12/08-09/RS&M/Repair	Regarding Repair and Maintenance of Furniture etc.
11	3-12/90/RS&M/STR	Stock Verification of Store.
12	3-13/2014/RS&M/Printer	Regarding Printer, Repair, Contrition etc.
13	3-13/90-RS&M	Purchase of Personal Computer – reg.
14	3-13/2000/RSM/Computer	Regarding Computer etc.
15	3-14/2017/RSM/STR	Condemnation of Un Servable store/files –reg.
16	3-15/2002/STR/RSM/Uniform	Uniform Group –C&D Employees.
17	3-16/2002/RSM/STR/Transfer	Transfer of Store Items – reg.
18	3-27/HOD/RSM-div	Purchase of Overhead Projector.
19	3-30/99-RSM/Fixed Assets	Fixed Assist – reg.
20	Dis/2002-03/RSM/Requisition	Regarding Sanction of Requisition – reg.
21	Dis./99-STR/RSM/Equipment	Purchase of Equipment etc.
22	8-54/2008-09/cal/RSM	Calibration of Equipment – reg.
23	1-10/2001/RSM/Vehicle	Regarding Repair of Vehicle – reg.
24	1-10(II)/2002-03/RSM	Regarding Repair of Vehicle – UP07 E -433
25		NMPB Project – reg.
26		Purchase of GPS – reg. (Ashola Bhati WLC (Govt of NCI Delhi.)

PROJECTS FILES

S. No.	FILE NUMBER	FILE NAME
1	1-4(I)	Delhi Development Report.
2	No.1-4(III)/2001-2002/RSM	Economic Valuation of FRI Estate
3	No.1-4(IV)/RSM	Value Assessment of Plantation Raised By IFFDC OF Sultanpur
4	No. 1-4(VI)/RSM-2002-03	Technology Dossier cum manual on Packages of Practices of Bamboo Cultivation regime
5	No.(1.4 CD/2000-2001/RSM	Development of Community Based Market Information Services for Medicinal Plants of Uttaranchal.
6	1-4(VIII)	Economics of Cultivation of Commercially important Medicinal Plants. (Plan Project).
7	1-4(X)	Local Volume Tables for Khair, Dalbergia Shisham & Teak.
8	1-4(XIII)	Working Plan of Chandigarh Administration.
9	1-4(XIV)	Collection & Dissemination of Market Information on Commercially Important Medicinal Plants of U.A.
10	1-4(XV)	Proposal for Preparation of Working Plan of Dadra & Nagar Haveli Forest Div.
11	1-4(XVI)	EU-Sponsored Project 'Networking Forest Plantations in a Crowded World'.
12	1-4(XVII)	Research Studies under the Integrated National Resource Management & Poverty Reduction Project in Haryana Funded by JBIC.
13	1-4(XVIII)	New Project "Inventorization and Replacement Plan for the Trees Planted by NDMC.
14	1-4(XIX)	New Project "Uttaranchal Decentralized Watershed Development Project – Expression of Interest reg."
15	1-4(XX)/2010/RSM	Monitoring of Works under FDA.
16	1-4(XXII)	"Preparation of Weight Table & Volume Table of Darke Melia – Compositing".
17	1-4(XXIII)/2014/RSM	"Farm Forestry Extension, its Marketing & Economics Linkages".
18	1-4(XXVI)	Project Study of the Current Market Price of Timber in the State of H.P. J&K and Nagaland.
19	1-4(XXVII)/07-08/RS&M	Regarding All Indian Coordinated Project.
20	1-4(XXVIII)07-08/RS&M	Regarding "Strengthening Monitoring Assessment & Reporting on Sustainable Forest Management in Asia" (MAR – SFM) (GCP/INT/1988/JPN).
21	1-4(XXIV)08-09	Regarding "Stakeholders Liason Meeting of FRI" (11 th June,08).
22	1-4(XXX)08-09	Regarding "Preparation of the Management Plan of the Asola – Bhatti, Wild Life Sanctuary.
23	1-4(XXXI)/08-09	Regarding Econometric analysis of potential and constancy for Farm Forestry Development in Eastern U.P. (Founded by ICFRE)
24	1-4(XXXIII)/08	Sustainable Forest Management & Forest Certification (F.A.O.) Research Project Founded by MoEF.

	1-4/35/08/RS&M	Regarding Survey of Bamboo Resources and Quantitative Assessment of their Production & Consumption in North India.
26	1-4/36/08/RS&M	Assessment of Economic Contribution of NTFP of CHEIR PINE in the Economy of Forest Dwellers in North India.
27	1-4/37/Proj/08/RS&M	Study on Constraints in the Export of Carved out Wood Products and its Economical & Social Impact on the Livelihood of Dependent People in North India.
28	1-4/38/Proj/08/RS&M	Finalization of Revised National Working Plan Code.
29	1-4/45/2010/RS&M	Local Volume Table of Sal, Teak & Popular and Eucalyptus of Uttarakhand.
30	1-4/46/2010/RS&M	Proposal for Conducting a Study on Economic Input and Output for Various Ecotourism Component of the State Forest Department of North India.
31	1-4/48/2010/RS&M	Quarter Girth Formula.
32	1-4/49/2010-11/RS&M	Submission of Work Report for MoEF Funded Project.
33	1-4/50/2012-13/Punjab/RSM	Demand and Study of Wood in Punjab.
34	No.1-4/50/2010/RSM Div	"A Sample Survey of Pulp, Paper and Hardboard (Including Plywood) Industry of India" (Part of ICFRE)
35	1-4/51/2011/RSM Div	Completed Project During 2009-2010 –reg.
36	1-4/52/12-13//RSM/W.P.	Regarding (NCT DELHI).
37	1-4/53/13-14/RSM	Demand and Supply Studies of Wood In Bihar.
38	1-4/54/13-14/RSM	Forest Plus Proposal of USALD .
39	1-5/56/2013-14/RSM	CAMPA Concept Note.
40	1-6/57/2014-15/RSM	Proposal for Preparation of Local Volume Table / Jaipur.
41	1-7/58/14-15/RSM/Jharkhand	Demand and Supply Studies of Wood In Jharkhand - योजना का अध्ययन.
42	No.1-8/59/2015-16/RSM/REDD+	Develop Tools, Techniques and Methods for Enhancing REDD+ Forest Management In India. (Forest Plus Part-I)
43	No.VIII-1/5/DE	"Environment Impact Assessment for SAL ANR Areas of Uttaranchal Forestry Project" (SAL ANR AREA)
44	No.1-19/99(I)RSM	Studies on Interrelationship between Production levels and Marketing of Important Forestry Species In Punjab (PUNJAB PROJECT)
45	No.2-6(I)/AEPA/RSM	Evolution by Volumetric Assessment of the Standing Crop of Eucalyptus Trees and Coppice crop at coppice plantation, HEMPUR
46	No.5-5/97-DDO/RSM	Market Monitoring of Tree Products (World Bank Project)
47	FRI-574/RS&M-19	To Study the Market Mechanism of Ailantenus Excels and Milia Spp. Wood in Haryana, Punjab and Western Uttar Pradesh (April,2011 to March, 2013)
48	1-25/2001-02/RS&M	NATCOM PROJECT
49	4-1/55/13-14/CSO/RSM	A Study on "Estimation of input costs of forestry products" to assess the gross value of output (GVO) for central statistical organization (CSO)
50	1-4/62/18-19/RSM/Jharkhand	Proposal of Assessment of the availability of row material (Timber) for wood based industry (WBI) units in JHARKHAND.

SEMINAR/SYMPOSIUM/CONFERENCE/MEETINGS/TRANING/LECTURES

S.No.	FILE NUMBER	FILE NAME
1.	8-1/89/RS&M	Circular reg. Seminar in FRI Centenary day.
2.	8-2/89/99-RS&M	Circular reg. Symposium in FRI/Seminar/Workshop.
3.	8-2/Part file	Regarding Workshop
4.	8-3/89/RS&M	Regarding Meetings in FRI and outside upon membership.
5.	8-4/89/RS&M	Circular reg. Lecture deliver in IGNFA/SFS Colleges.
6.	8-5/92/RS&M	Meeting of Silviculturists and Research Works under the area of operation in FRI.
7.	8-5/89/RS&M	Circular reg. conference/convocation in FRI.
8.	8-6/89/RS&M	Regarding Visit Program of D.G. & VIP OF Outside.
9.	8-7/89/RS&M	Regarding Training Course in FRI and Outside.
10.	8-8/89/RS&M	Regarding Computer Facilities in FRI and Outside.
11.	8-9/89/RS&M	Regarding Society for advancement of Social Forestry Executive committee meeting.
12.	8-10/07-08/RS&M	Regarding International Conference on "Improvement of Bamboo Productivity and Marketing for Sustainable live hand" to be held in Delhi.
13.	8-11/2008/RS&M	Regarding Minutes of the meeting of the Directors of FRI.
14.	8-12/2009/RS&M	Nomination for the Workshop to be conducted at EEI Nilokheri during the 3 rd Quarter from Oct-Dec, 2009.
15.	8-13/2011/RS&M	Project Training Dissertation work for the German Students – reg.
16.	8-14/2011/RS&M/J.F.M.	J.F.M. Committee During First Indian Congress (22-25, Nov-2011) Delhi.
17.	8-15/2011/RS&M/Brainstorming Session.	Brain Storming Session.
18.	8-16/2011/RS&M/IPC	International Poplar Commission.
19.	8-17/2011/RS&M Div	Training/Seminar/Workshop/Other Activities.
20.	8-18/2012/RS&M	Forest Transition.
21.	8-19/2013/RS&M	Training/Conference/Misc. etc. <u>Sh. Jawaid</u>
22.	8-20/2013/RS&M/Meeting	Monthly Meeting to review Function of Institute and Centers.
23.	8-22/2014/RS&M/Viva	Regarding Viva-voce of Research Scholar/R.A. and Ph.D Research wade.
24.	8-23/2014/RS&M	Padam Awards/Other Awards – reg.
25.	8-25/2015/RS&M/Training Workshop	Forest Transition Training Workshop.
26.	8-26/2015/RS&M Training Workshop	National Working Plan Code - 2014 Training Workshop.
27.	8-27/2018/RSM/Training/Workshop	Training Workshop for IFS Officers

MISCELLANEOUS FILES

S.No.	FILE NUMBER	FILE NAME
1.	10-1/89/RS&M	Regarding use of Hindi/Hindi Report.
2.	10-2/89/RS&M	Circular reg. Farewell/General Circular.
3.	10-3/2000/RS&M	Regarding Annual Sports/Staff Club/New Forest Club.
4.	10-4/89/RS&M	Circular reg. Van Mahotsava/Flag Hosting/Flag Code of India.
5.	10-4(A)/94/RS&M	Regarding Plantation of the Ranger College Ground.
6.	10-5/89/RS&M	Circular reg. Condolence.
7.	10-6/89/RS&M	Circular reg. Central School/Project School, FRI.
8.	10-7/RS&M	Regarding Miscellaneous / T.V. Talk or Radio/Foreign Musians.
9.	10-8/89/RS&M	Regarding Circular of FRI. Staff Association.
10.	10-9/89/RS&M	Regarding Circular Lok Sabha / Vidhan Sabha Election etc.
11.	10-10/89/RS&M	Regarding Circular Exhibition / Van Mahatsova / Independence Day.
12.	10-11/95(A)/RS&M	Regarding Telephone Correspondence and Bill / Installation of Electronic Exchange of 12 lines.
13.	10-12/RS&M	Regarding Correspondence with the S.R.O. Forest Economist of RSM Div.
14.	10-13/RS&M	Regarding Correspondence with the S.R.O. Forest Economist of RS&M Div.
15.	10-14/RS&M	Regarding Correspondence with the S.R.O. Forest Menstruation official of RS&M Div.
16.	10-15/II/RS&M	Regarding Correspondence with the S.R.O. DOC & Library Branch of RSM Div / Regarding SRO DOC & Library Branch, E-L & Medical.
17.	10-16/RS&M	Regarding Requisition for Vehicle and other order of Vehicle.
18.	10-17/2010/RS&M	Regarding Lokh Sabha / Rajaya Question.
19.	10-20/(A)95/RS&M	Regarding Correspondence of Vehicle No. UP07E/2250 (Ambassdor)
20.	10-22/99/misc/RS&M	Regarding Miscellaneous Paper to be forwarded for further necessary action.
21.	10-23/98/RS&M	Regarding Revision of rates for the services rendered by FRI to outside agencies.
22.	10-24/98/RS&M	Regarding Correspondence with Bio-Conform tics Div.
23.	10-25/08-09/RS&M	Regarding Revision of Working Plan Code.
24.	10-27/2009/RS&M	Record Management – Review/Weeding out old records.
25.	10-28/2009/RS&M	Foreign Visit by Government Employees.
26.	10-29/2015-16/RS&M	Publication Books etc.
27.	10-31/2010/RS&M	VIGILANCE reg.
28.	10-32/2010/RS&M	Regarding Newspaper Bill.
29.	10-34/2010/RS&M	Regarding Communal Harmony Flag.
30.	10-35/2011/RS&M	Regarding Consolatory "Project (Haryana)
31.	10-37/2013-14/Proj/Misc.	Project related misc Correspondence.
32.	10-38/2014-15/P.state/RSM	Regarding Photo Copies Bills.

33.	10-40/2014-15/No Dues/RS&M	No Dues – reg.
34.	10-41/2015-16/SC/ST/OBC/RS&M	वर्ण क, ख, ग, घ, के आरक्षित वर्ग के सम्बन्ध में।
35.	10-42/2016-17/CSIR/RS&M	Council of Scientific & Industrial Research – reg.
36.	10-43/2017-18/Tech/RS&M	Technical Correspondence – reg.
37.	10-44/2017-18/स्वच्छता	स्वच्छ भारत मिशन से सम्बंधित।

STORES & PURCHASE

S.No.	Subject	File No.
1	IT Equipment Regarding	No 3-7/2002/NTFP/SFM
2	NWFP Store	No. 3-18/2014/NWFP/SFM

Meeting/ Training /Conference

S.No.	Subject	File No.
1	GSDP Training on "Value Addition and Marketing of NTFPs (Plant Origin) /Medicinal Plants"	No. 6 - 21/2019/NTFP/SFM

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24/10/19

List of Files in AS(E) Office

1.	1-1/2012/AS(E)/Silva	A Plan for Restocking, Augmentation and Improvement of fruit trees in residential area of FRI.
2.	1-2/2012/AS(E)/Silva	Avenue plantation replacement/improvement plan for FRI.
3.	1-4/2012/AS(E)/Silva	General Correspondence.
4.	1-5/2012/AS(E)/Silva	Circulars
5.	1-6/2012/AS(E)/Silva	Office letters.
6.	1-7/2012/AS(E)/Silva	Office orders.
7.	1-8/2012/AS(E)/Silva	Contractual workers.
8.	1-9/2012/AS(E)/Silva	Notification
9.	1-10/2012/AS(E)/Silva	Personal file of Shri R.K Acharya.
10.	1-11/2012/AS(E)/Silva	Miscellaneous Permission file.
11.	1-13/2012/AS(E)/Silva	Engagement of Contractual workers
12.	1-16/2012/AS(E)/Silva	Election file
13.	1-17/2012/AS(E)/Silva	VIP Officers and visitors
14.	1-19/2012/AS(E)/Silva	Correspondence regarding propagation of endangered, threatened rare or exotic species in FRI estate.
15.	1-20/2012/AS(E)/Silva	Improve of bamboos inside bamboosetum
16.	1-24/2012/AS(E)/Silva	Personal file of Shri Pritpat Singh, Dy Ranger.
17.	1-26/2012/AS(E)/Silva	Personal file of Shri P.C. Gupta
18.	1-27/2012/AS(E)/Silva	Personal file of Shri Kishan Pal
19.	1-28/2012/AS(E)/Silva	Personal file of Shri Atma Ram Dubey
20.	1-29/2012/AS(E)/Silva	Received E-mails from RFO
21.	1-29/2012/AS(E)/Silva	Vehicle file & maintenance
22.	1-29/2012/AS(E)/Silva	Personal file of Shri Anil Sachdeva
23.	1-30/2012/AS(E)/Silva	I.T Cell
24.	1-30/2012/AS(E)/Silva	Experiment land for Scientists
25.	1-31/2012/AS(E)/Silva	Lopping of trees in Forest area
26.	1-32/2012/AS(E)/Silva	IMA Poorvi Dwar
27.	1-34/2013/AS(E)/Silva	Golf Course FRIMA
28.	1-34/2013/AS(E)/Silva	Land issues between FRI & IMA
29.	1-36/2013/AS(E)/Silva	Construction of Forester Memorial
30.	1-38/2013/AS(E)/Silva	Lopping & Safety of Pipal tree
31.	1-40/2013/AS(E)/Silva	Miscellaneous instruction for staff
32.	1-41/2013/AS(E)/Silva	News paper bills
33.	1-42/2013/AS(E)/Silva	Construction of flyover Ballupur D.Dun
34.	1-43/2013/AS(E)/Silva	GT Cable
35.	1-45/2013/AS(E)/Silva	ACR's & other confidential matters
36.	1-47/2013/AS(E)/Silva	Development of National Bank cum repository under FGRMN
37.	1-50/2013/AS(E)/Silva	Wild Life matters
38.	1-51/2013/AS(E)/Silva	Regarding tour
39.	1-53/2013/AS(E)/Silva	OFC Reliance
40.	1-54/2013/AS(E)/Silva	FRI campus beautification
41.	1-55/2013/AS(E)/Silva	G&TP Range
42.	1-58/2013/AS(E)/Silva	General Matters
43.	1-59/2013/AS(E)/Silva	RTI regarding
44.	1-62/2014/AS(E)/Silva	Removal of congestion in Central Nursery
45.	1-63/2014/AS(E)/Silva	Personal file of Shri Pushpendra Kumar

List of Files in AS(E) Office

46.	1-64/2014/AS(E)/Silva	Correspondence regarding boundary wall of FRI Estate
47.	1-65/2014/AS(E)/Silva	Roadside plantation scheme
48.	1-68/2015/AS(E)/Silva	Audit file
49.	1-71/2015/AS(E)/Silva	Leave report
50.	1-73/2015/AS(E)/Silva	Watch & Ward and Security reg
51.	1-74/2015/AS(E)/Silva	Establishment
52.	1-75/2015/AS(E)/Silva	Bamboo Nursery under BTSG - ICFRE (NABM)
53.	1-76/2015/AS(E)/Silva	Diversion of Forest Land for Administration cum Academic Block at FRI Deemed University
54.	1-77/2015/AS(E)/Silva	Diversion of Forest Land for Rose Wood Girls Hostel , FRI Deemed University
55.	1-81/2016/AS(E)/Silva	Fire fighting IMA and FRI
56.	1-82/2017/AS(E)/Silva	Leopard Monitoring
57.	1-83/2016/AS(E)/Silva	Miscellaneous Complaints
58.	1-84/2017/AS(E)/Silva	Personal file of Shri S.R. Reddy AS(E)
59.	1-85/2017/AS(E)/Silva	Supply of plants
60.	1-86/2017/AS(E)/Silva	Tours and Seminars
61.	1-87/2017/AS(E)/Silva	ICFRE funded projects
62.	1-88/2017/AS(E)/Silva	Miscellaneous Queries
63.	1-88/2017/AS(E)/Silva	Citizens for Green Doon
64.	1-89/2017/AS(E)/Silva	Swatch Bharat Abhiyan
65.	1-90/2017/AS(E)/Silva	Disciplinary
66.	1-91/2017/AS(E)/Silva	Vermicompost (Central Nursery FRI)
67.	1-92/2017/AS(E)/Silva	Vermicompost (Range FRI)
68.	1-93/2018/AS(E)/Silva	Transit permit
69.	1-94/2018/AS(E)/Silva	Posting of Range staff
70.	1-95/2018/AS(E)/Silva	Annual report
71.	1-96/2018/AS(E)/Silva	Biometric Attendance
72.	1-97/2018/AS(E)/Silva	Consultancy work for writing Working Plan DFO Sangrur, Punjab Forest Department as per National Working Plan.
73.	1-98/2018/AS(E)/Silva	Allotment of land for Field Trial
74.	1-100/2018/AS(E)/Silva	Recruitment reg.
75.	1-101/2018/AS(E)/Silva	IGNFA grass cutting
76.	1-102/2018/AS(E)/Silva	कार्य योजना उत्तराखण्ड
77.	1-103/2018/AS(E)/Silva	University reg
78.	1-104/2015/AS(E)/Silva	Miscellaneous documents
79.	1-105/2019/AS(E)/Silva	Working Plan FRI
80.	1-106/2019/AS(E)/Silva	PUN CAMPA
81.	1-107/2019/AS(E)/Silva	Plastic free FRI
82.	1-109/2019/AS(E)/Silva	Foresters and Forest Guards Training
83.	1-110/2019/AS(E)/Silva	Uprooted fallen trees in Reserve Forest Area of FRI
84.	1-111/2019/AS(E)/Silva	Centre for Fire Explosive & Environment Safety (CFEES)
85.	1-112/2019/AS(E)/Silva	National Action Plan on Forest Fire (NAPFF)
86.	1-113/2019/AS(E)/Silva	Van Mahotsav FRI
87.	1-114/2019/AS(E)/Silva	External Assignments
88.	1-115/2019/AS(E)/Silva	Preparation of Working Plan for NCT Delhi
89.	1-116/2019/AS(E)/Silva	Red Sanders Wood

List of Files in AS(E) Office

90.	1-117/2019/AS(E)/Silva	शिवालिक वृत्त उत्तर प्रदेश
91.	1-118/2019/AS(E)/Silva	Bamboo Plantation in Rural/Agro Ecosystem
92.	1-119/2019/AS(E)/Silva	Manual Translocation of trees
93.	4-47/2015-HSD/Silva	Foresters' Memorial at FRI, Silviculture and Forest Management Division, FRI Dehradun
94.	2-4/CRMLE/Silva/2000	Stationery item
95.	4-1/2018/Range/Silva (Part file)	Offence cases in FRI Estate, Range Office
96.	1-11/2004/ASE(Land)	Land transfer to UPCL
97.	3-25/06- AS(E)/Silva	Inspection of New lease of land to UPCL
98.	6-27/01- AS(E)/Silva	Repair of vehicle No. UK07GA/0524
99.	6-27/01- AS(E)/Silva	Repair of vehicle No. UP07F/0608 Part I & II
100.	0-16/2009/Range/Silva	IMA- Land Encroachment/Boundary Pillars Etc Range Office
101.	4-29/2006-ASE	Requisition for land for BSNL mobile tower
102.	1-11/2018 /AS(E)/Silva	Land transfer to Forest Survey of India
103.	4-28/Misc/2012/AS(E)	Forest Clearance
104.	4-28/Misc/2012/AS(E)	Construction of an extension Hut near Trevor gate FRI
105.	VII-5/DE/2006- Part file	Shrub Master
106.	6-6/2007- भवन (भाग)	Kaulagarh gate/Diwaro ko piche karne ke sambandh main
107.	4-40/2009-Silva	Setting of Bambusetum and Arboretum in National Capital Territory of Delhi
108.	0-42/2007/Range/Silva (Part File)	Land Encroachment in R.F. Area
109.	4-14/2018-HSD Part-II	Mission Rishpana River
110.	Budget/2014/Botany-Silviculture Division	Transfer of budget staff from botany div. to silviculture div.2014-15
111.	2-13/ AS(E)/Silva/2012	Budget
112.	68-1/2018/AS(E)/Silva	Attendance of Security Guards for duty in FRI Range
113.	58-1/2016/ AS(E)/Silva	Auction of Sandalwood
114.	58-1/2017/ AS(E)/Silva	Sale of Sandalwood U.P.F.C
115.	0-7/2017/Range/Silva/VI	Timber Auction
116.	4-21/2019-HSD	Review Correspondence
117.	3-1/2012/ AS(E)	Regarding Store (Inventor)
118.	2-1(9)/ AS(E)/Silva/2014	Purchase of Battery & Inventor for ASE office
119.	6-83/RES/ AS(E)	Monitoring and Evaluation of CAMPA plantation of Himachal Pradesh

(S.R. Reddy)
Asst. Silviculturist (Expt)
Silviculture Division
FRI, Dehradun

(e) Range Office ASE Discipline.

List of files with subjects

Sl. No.	File No.	Subject
1	0-1(6)/2004/Range/Silva/Part-II	Sale of Fruit Bahar
2	0-1(6)/2004/Range/Silva	Collection and Sale of Honey of FRI Estate
3	29-1/2012/Range/Silva	Van Mahotsava
4	0-24/2006/Range/Silva	Capturing and transportation the monkeys from FRI, Estate
5	0-22/2010/Range/Silva	Increasing the rate of forest product
6	0-51/2013/Range/Silva/Part-I	Fire Protection of Reserve Forest (Fire Watcher)
7	0-7/2019/Range/Silva/Part I	Timber Auction held on 09-05-2019
	0-30/2007/Range/Silva	Cleaning & Maintenance work of Range Office
8	0-30/2015/Range/Silva/Part File	Cleaning & Maintenance work IGNFA/CASFOS
9	19-1/2011/Range/Silva	Maintenance work of Bambusetum
10	0-3/2008/Range/Silva/Part-I	Allotment of timber to other divisions of FRI for research purposes
11	0-15/2009/Range/Silva	Reply of audit report
12	0-22/2010/Range/Silva	Increasing the rate of Forest Product
13	6-1/2010/Range/Silva	Repairing/Renovation/Construction work through Engineering Cell, FRI
14	9-1/2010/Range/Silva	Budget Allotment
15	10-1/2010/Range/Silva	Correspondence reg gun of Range Office, Silviculture Div.
16	37-1/2013/Range/Silva	Rates for execution of work by tractors
17	11-1/2010/Range/Silva	Correspondence reg Tractor No. USK-8680
18	20-1/2011/Range/Silva	Insurance of Govt. vehicles of Range office
20	30-1/2012/Range/Silva	Repair of Govt. Tractor No. UTL-4820
21	31-1/2012/Range/Silva	Repair of Govt. Tractor No. UP07B-3812
22	38-1/2013/Range/Silva	Govt. Motor Cycle No. UP07B-6764
23	70-1/2018/Range/Silva	Allotment of vehicle (Gypsy No. UP07F-0654)
24	4-26/2000/ASE/Silva	Repair of Govt. Motor Cycle No. UP07K-2621
25	0-14/2006/Range/Silva	Repair of Govt. Tractor No. UP07B-5487
26	0-98/2001/Range/Silva	Govt. Tractor No. UA07A-1074
26	71-1/2018/Range/Silva	Govt. Tractor No. UK07GA-2437
27	54-1/2016/Range/Silva	Lopping of Dangerous trees in Kanwali & FRI Campus
28	0-5/2015/Range/Silva/Part-II	Timber Operation & lopping in FRI campus
29	65-1/2017/Range/Silva	Lopping & Timber Operation in IGNFA & SFS campus
30	2-9/2019/Range/Silva	Lopping & Timber Operation work in FRI campus
31	2-10/2019/Range/Silva	Lopping & Timber Operation work in roadside of FRI campus
32	36-1/2012/Range/Silva	Engagement of casual workers
33	1-2005/C-Nursery/Range/ Silva /Part-IV	Service Provider Bill Passing
34	0-1/2007/Range/Silva/Part-I	Purchase of Material for use in Range Office
35	0-1/2007/Range/Silva/Part-II	Purchase of Material for use in Range Office
36	0-5/2014/Range/Silva/Part-IV	Issue letters

End: 1- letter no. 193 of Central Nursery
(e) Central Nursery AS(E)

List of Files with subject

S.No	NO. OF FILE	SUBJECT
1	1-1/2006/CN/HSD	Group C correspondence
2	1-2/2009/CN/HSD	Swach Bharat Abhiyan
3	1-3/2009/CN/HSD	Correspondence of daily wages mazdoor
4	1-4/2016/CN/HSD	Contractual worker 's room regarding
5	2-1/2009/CN/HSD	Mist chamber & poly house repairing part- II
6	2-2/2006/CN/HSD	Maintenance work of C.N.
7	2-4/2010/CN/HSD	Revolving fund regarding uses in central nursery
8	2-5/2009/CN/HSD	Maintenance of equipments
9	3-2/2008/CN/HSD	Procurement of non Consumable store items
10	3-3/2012/CN/HSD	Procurement of Sand, FYM & Soil
11	3-4/2009/CN/HSD	Collection of revenue deposit receipt
13	3-5/2009/CN/HSD	Bill of sold plants
14	3-6/2009/CN/HSD	Weed cutter
15	3-7/2010/CN/HSD	Procurement of Vermiculite
16	3-8/CN/HSD	Purchase of power tiller, trailer and cultivator
17	4-1/2012/CN/HSD	Training & Education reg.
18	4-2/2009/CN/HSD	General correspondence, Circular & Orders
19	4-3/2009/CN/HSD	Supply of plants (on payments)
20	4-4/2008/CN/HSD	Free issue of plants
21	4-5/2012/CN/HSD	Rate fixation of plants
22	4-6/2012/CN/HSD	R.T.I. & other miscellaneous correspondence regarding plants
23	5-1/2009/CN/HSD	Growing of rare plants experiments
24	5-2/2009/CN/HSD	Procurement of plants
25	6-1/2010/CN/HSD	Greening Punjab mission
26	6-2/CN/HSD	Raising of tall plants
27	6-3/CN/HSD	Disposal of available plants
28	6-4/CN/HSD	Name plates of trees
29	7-1/2015/CN/HSD	Project proposal
30	7-2/CN/HSD	Raising of Seedlings for ICAR
31	7-3/20115/CN/HSD	Establishment of small bamboo nursery under B.T.S.G.- ICFRE
32	8-1/2016/CN/HSD	Supply of genetically improved planting stock of Melia composita
33	8-2/2016/CN/HSD	Supply of genetically improved planting stock of Melia composite (IFFDC Funded)

List of files with Subject

Sl. No.	File No.	Subject
1.	I-36/2009-SEED/SILVA	Developing Seed technology and propagation techniques for germplasm conservation of <i>Buxus wallichiana</i> Linn-an important alternative species for the woodcraft industry
2.	I-38/2010-SEED/SILVA	Allelopathic influence in regeneration of Silver fir and Spruce Forests-Effects of Natural leachates on seedling growth in Nursery
3.	I-40/2011-SEED/SILVA	Allelopathic potential in regeneration of Sal (<i>Shorea robusta</i>)
4.	I-44/2012-SEED/SILVA	Supply of Quality Seeds of Forestry Species under Greening Punjab Mission
5.	I-62/2016/SEED/SILVA	National Program for Conservation and Development of Forest Genetic Resources: Pilot Project on "Creation on Centre of Excellence on Forest Genetic Resources (CoE-FGR) Component: FGR Seed and Germplasm Storage Cell/working group.
6.	I-64/2017 -SEED/SILVA	Monitoring and Evaluation of Plantations, Nursery and Assessment of Seed Quality for Plantation under CAMPA in UK
7.	I-68/2018-SEED/SILVA	Management of Small Botanical Gardens" under Green Skill Development Programme (GSDP) funded by ENVIS MoEF&CC, New Delhi
8.	I-69/2018-SEED/SILVA	Assessment of Ecological status, Carbon biomass density and resource mapping of endemii and endangered <i>Betula utilis</i> D.Don (Himalayan birch) in North Kashmir Himalayas under National Post Doctoral Fellowship Program (NPDF)
9.	I-70/2019-SEED/SILVA	DPR Preparation for Rejuvenation of Yamuna River through Forestry Interventions
10.	IV-43/2015- SEED/SILVA	Seed Processing Unit
11.	IV-44/2017- SEED/SILVA	Labourer Bill
12.	IV-45/2016- SEED/SILVA	sanction for miscellaneous works
13.	IV-46/2017-SEED/SILVA	World Environment Day (WED-2017)
14.	VI-1/2015-SEED/SILVA	Purchase of Training Bags
15.	VI-1/2015-SEED/SILVA	Training of IFFDC Staff
16.	VI-22/2015-SEED/SILVA	Tour and Labour sanction

17.	VI-9/2017-SEED/SILVA	Private Foreign Visit
18.	VI-21/2015-SEED/SILVA	Hiring of Professional Editor
19.	VII-16/2015-SEED/SILVA	Printing of Proceedings of 13 th Silviculture Conference -2014
20.	IX-3/2017-SEED/SILVA	105 th Indian Science Congress-2018 Manipur University, Imphal
21.	VI-32/2017-SEED/SILVA	Training of Other Stakeholders on Nursery and Seed Technology
22.	VI-32/2019-SEED/SILVA	Training of Other Stakeholders on Nursery and Seed Technology
23.	IV-1/2017-SEED/SILVA	General Correspondence
24.	IV-32/2008-SEED/SILVA	FRI Deemed University Letters
25.	IV-28/2011-SEED/SILVA	Civil and Electric works, etc.
26.	VI-49/2017-SEED/SILVA	Local Purchase Committee of Silviculture Division
27.	IV-38/2011-SEED/SILVA	RTI regarding
28.	IV-16/2001-SEED/SILVA	Annual Immovable Property Returns
29.	IV-52/2018-SEED/SILVA	Rates of Testing of Seed sample of different forestry species
30.	III-2/2012-SEED/SILVA	Unserviceable item to be written off
31.	III-2/2016-SEED/SILVA (Part-II)	Repairing of Seed Storage Chamber
32.	VII-7/2007-SEED/SILVA	Annual Rate of Contrant of Computer Items
33.	II-2/2006-SEED/SILVA	Accounts Circular
34.	IV-8/2010- SEED/SILVA	Building Section Circular
35.	VIII-1/2009- SEED/SILVA	Establishment Circular
36.	IV-31/2008- SEED/SILVA	NFLIC Circular
37.	IV-26/2017- SEED/SILVA	Purchase of CFC-2017 Items

Shapliyal



File Index
Planting Stock Improvement Unit (PSI)
of
Silviculture and Forest Management
Division

Forest Research Institute, Dehradun

1. Establishment

1-1/19-PSIU/Silva	General correspondence regarding group A employees
1-2/19-PSIU/Silva	General correspondence regarding group B and C employees
1-3/19-PSIU/Silva	General correspondence regarding RA/SRF/JRF/FA/other project staff, their leave/ joining/ attendance.
1-4/19-PSIU/Silva	General correspondence about establishment matters of more than one group
1-5/19-PSIU/Silva	Confidential duties, Exams, Inspections, etc.
1-5/2017/Project/Silva	Regarding JRF/Skilled under <i>Litsea Glutinosa</i> (ICFRE Funded)
1-4/2017/Project/Silva	Regarding Unskilled Sanction under <i>Litsea Glutinosa</i> (ICFRE Funded)

2. Reports

2-1/19-PSIU/Silva	Miscellaneous reports other than research
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3. Research/Projects

3-1/19-PSIU/Silva	General correspondence regarding research, meetings (RAG, RPC, Monitoring, Stockholders, etc) and their reports
3-2/19-PSIU/Silva	Correspondence technical information, requirement of seeds & other research matter
3-3/19-PSIU/Silva	Correspondence regarding new project proposals within ICFRE until approval
3-4/19-PSIU/Silva	Correspondence regarding new Externally aided project proposals - until approval
3-26/17-PSIU/Silva	Silva correspondence regarding CAMPA – CoEFGR Project.
3-27/17-PSIU/Silva	AICRP –Fodder
3-31/17-PSIU/Silva	AICRP-Poplar
3-28/18-PSIU/Silva	NMHS Project on “ Establishing community fodder banks in forest fringe villages of Uttarakhand and Himachal Pradesh”

3-29/18-PSIU/Silva	ICFRE- funded project "High density plantation management for wood production and assessment of wood properties of coppice material"
3-30/19-PSIU/Silva	ICFRE funded project "DPR Preparation on Rejuvenation of Major Indian Rivers through forestry interventions"
3-5/19-PSIU/Silva	Projects as Co-PI / Coordinator/ team member (other than those listed in file index)
3-6/19-PSIU/Silva	Correspondence about past projects (other than those listed in this file index)
3-7/19-PSIU/Silva	Miscellaneous information about research
1-1/2016/Project/Silva	Conservation of <i>Litsea glutinosa</i> (ICFRE Funded)

4. Accounts

4-1/19-PSIU/Silva	Correspondence relating to Forest Advance, Duplicate copy of cash account.
4-2/19-PSIU/Silva	Tours by scientists & other supporting staff.
4-3/19-PSIU/Silva	Correspondence regarding Audit/ details of Assets, O&M
4-4/19-PSIU/Silva	Correspondence regarding Budget Allotment/ Expenditure.
4-5/19-PSIU/Silva	Correspondence regarding Skilled / unskilled workers in Project, Bills of contractual workers
4-6/19-PSIU/Silva	Correspondence regarding Rates, Rate Contract/ AMC
4-7/19-PSIU/Silva	Correspondence about Demand made by PSIU under Other than projects, Capital Assets

5. Seminar/ Workshop/ Conference/Technical meeting/Publication

5-1 /19 -PSIU/Silva	Correspondence regarding organizing of Seminar/ Conference/Meetings, etc (organized by PSIU)
5-2 /19 -PSIU/Silva	Participation in Seminar/ Conference/ Meetings (organized by others)
5-3 /19 -PSIU/ Silva	Duties for seminar, conferences, meeting, visits of dignitaries, etc.
	Correspondence regarding publication of Research Papers/ Articles, books, brochures, posters, etc.

6. Miscellaneous

6-1/19- PSIU/Silva	Miscellaneous correspondence, general administration
6-5/06- PSIU/Silva	Correspondence regarding theft cases
6-3/19- PSIU/Silva	Correspondence regarding Right to Information Act.
6-4/19- PSIU /Silva	Circulars received

7. Education, Training, Extension

7-1/19 – PSIU/Silva	Correspondence regarding training Courses organised by PSIU
7-2/19 – PSIU/Silva	Duty as Resource persons in training courses FRI as well as others
7-3/19 – PSIU/Silva	Correspondence about PhD students
7-4/19 – PSIU/Silva	Correspondence about M.Sc. and others (non-PhD students)
7-5/19 – PSIU/Silva	Miscellaneous correspondence about Education, Extension

8. Store/Purchase/Facilities

8-1/19-PSIU/Silva	Correspondence regarding Computer/ Printer, Photocopier, IT equipment
8-2/19 - PSIU/Silva	Correspondence regarding equipment, tools, chemicals, glassware, fertilizer, etc.
8-3/19 – PSIU/Silva	Catalogues of the private firms.
8-4/19 - PSIU/Silva	Correspondence regd. Store / Physical verification etc.
8-5/19 – PSIU/Silva	General correspondence about purchases
8-6/19-PSIU/Silva	General correspondence about building, land, road, furniture and other assets
1-2/2017/Project/Silva	Regarding Purchase Conservation of <i>Litsea Glutinosa</i> (ICFRE Funded)

Function and duties of S&FM Division Officials/ employees are:

S.No	Name Of Employee & Designation	Duties Performed
1.	Smt. Arti Chaudhary, Head S&FM Division	<ul style="list-style-type: none"> Supervision of works of the disciplines viz Experimental Silviculture; General Silviculture; Resource Survey and Management; Forest Tree Seed Laboratory; and Planting Stock Improvement Unit. The Division, encompasses the activities of these disciplines and has a focus on current silvicultural problems of north Indian states namely Punjab, Haryana, Uttar Pradesh, Uttarakhand and Delhi. During the year the Division of Resource Survey and Management became a discipline and was merged with Silviculture Division. The discipline focuses on working to undertake client based projects particularly in the domain of forest crop measurement, GIS based forest inventORIZATION, working plan formulation, growth assessment, compilation of district based indigenous knowledge on lesser known tree species, marketing of forest produce Management of the entire reserved forest area under FRI in a systematic and scientific manner. Implement the prescriptions of the Working Plan for the reserved forest area under FRI Organising capacity building / training programmes for stakeholder departments/ State Forest departments/ other organisations etc. As Editor of Indian Forester Journal the duties include ensuring timely publication of journal and improvement of the circulation / readership of the Journal by expanding the readership base and improving the quality of the journal etc.
2	Dr. Amit Kumar Verma, Technical Officer	<ul style="list-style-type: none"> Conducting research on various aspects of Silviculture. Preparation of technical reports. Assistance in ongoing projects of the division like UKCAMP in Uttarakhand and PUNCAMP in Punjab. Guiding MSc Forestry Students of FRI Deemed to be University for their term papers. Conducted various field visits in Uttarakhand and Punjab for monitoring and evaluation of plantations raised under UKCAMP and PUNCAMP. Organized various trainings of Silviculture Division as and when required. Publication of Research Papers. Other miscellaneous work of the Division. All Projects works related to GIS & Mapping.
3	Sh Vipin Kumar Bhatt, Head Store Keeper	<ul style="list-style-type: none"> Maintaining of permanent and R.I. Stock Register. Maintenance of Assets registers.

		<ul style="list-style-type: none"> • Correspondence related to purchases store and placing indent of purchase. • Maintaining account of Forest Advance of Silviculture & Forest management Division Training etc . • Record of expenditure etc.
4	Sh Shakil Ahmed, Assistant	<ul style="list-style-type: none"> • All correspondence and noting related to administration/accounts research / Ph.d. • Scrutiny of cash accounts, Forest Advance, files received from the various disciplines of Silviculture Division. • To see the Dak received in the Section and mark it for necessary action and to supervise the office.
5	Sh Arvind Kumar, LDC	<ul style="list-style-type: none"> • Leave sanctioning through PIMS and personal files of Staff of Silviculture & Forest Management Division. • Hindi reports, Leave record. • Medical bills, telephone bill, T.A bills, LTC, ACR , Property return miscellaneous matters etc. • Diary & Dispatch.
6	Sh Noor Ahmed, Driver	<ul style="list-style-type: none"> • To Drive HoD Car.
7	Sh Chandan Singh Rawat, MTS	<ul style="list-style-type: none"> • Opening of Offices of Silviculture Division. Distribution of Dak of outer portion (workshop area, range area etc.), cleaning and dusting of offices of Silviculture Division. Photocopy etc & other work assigned by office.
8	Sh Surya Prakash, MTS	<ul style="list-style-type: none"> • Closing of Offices of Silviculture Division . Distribution of Dak of Main building area .), cleaning and dusting of offices of Silviculture Division. Photocopy etc & other work assigned by office.

Function and duties of S&FM Division, AS(G) Discipline employees are ;

S. No.	Name of Employee & Designation	Duties Performed
1.	Sh. S.K. Thomas, IFS AS(G) Discipline	<ul style="list-style-type: none"> • Overall supervision of Assistant Silviculturist (General) Discipline. • Conducting research on various aspects of Silviculture. • Monitoring of various research projects running in the discipline such as UKCAMP, PUNCAMP etc. • Organizing various trainings of Silviculture Division as and when required. • Preparation of project proposal as per the requirement of the division and funding agencies. • Liaisoning and coordination with different stakeholders and agencies for smooth functioning of projects and trainings. • Other miscellaneous day to day work of the Division.
2.	Sh. Vedpal Singh Scientist-C	<ul style="list-style-type: none"> • Formulation & conduction of research projects on various aspect of Silviculture & Forest Management, conduction of tour program for data collection from field under monitoring & Evaluation of plantation raised under UK-CAMP & Pun-CAMP Projects & compilation of Data & preparation of the report. Collection of data & preparation report of the project " Monitoring and Evaluation of the Plantation undertaken by Delhi Development Authority in Delhi Biodiversity and District Parks. Work of data collection for proposed sites of Hindon river & its tributaries of Forestry intervention for DPR preparation of Yamuna river. Organizing the training program of A.S.(G) section, prepare the technical report of the division. Guided & supervision of term paper of M.Sc. Forestry students of FRI Deemed University.
3.	Dr. Vishwajeet Sharma Technical Officer	<ul style="list-style-type: none"> • Conducting research on various aspects of Silviculture. • Preparation of technical reports of Silviculture Division as and when required. • Delivering lecture on Silviculture, Overview of Forestry and Sustainable Forest Management to MSc Forestry Students of FRI Deemed University. • Guiding MSc Forestry students of FRI Deemed University for their term papers. • Assistance in ongoing projects of the division like UKCAMP in Uttarakhand and PUNCAMP in Punjab.

		<ul style="list-style-type: none"> • Conducted various field visits in Uttarakhand and Punjab for monitoring and evaluation of plantations raised under UKCAMPa and PUNCAMPa. • Organized various trainings of Silviculture Division as and when required. • Publication of Research Papers. • Other miscellaneous work of the Division.
4.	Mrs. Afshan Zaidi Technical Officer	<ul style="list-style-type: none"> • Prepared Certificates for Officers during Training, Workshop and Seminar, Sports, Deemed University, Etc. • Water color paintings for Silva Museum. • Oil color paintings and all Art work. • Writing invitation cards, workshops, training and courses. • Museum store charge. • Maintain Silviculture Museum regularly. • Animals and Birds water color paintings, scientific drawings tree, seeds, leaves, plants and flowers etc. • Carried A.S.(G) office work. • Writing names board for Head Silva Division. • Paintings on different aspects of Silviculture prepared for Museum. • Pen work black & white scientific drawings Silva Division. • During training conducted silviculture periodically. • Written name boards of I.F.S. year list for Indian Forester. • Prepared paintings of wildlife for Silviculture Museum. • Prepared inventories of items/ artifacts and paintings, sketches for Silviculture Museum under museum renovation project. • Time to time assists to all my seniors. • As work assigned by the Head Silva Division and A.S.(G). • Published logos and drawings in Scientific books/Final reports.
5.	Sh. Piyush Rawat, Technician	<ul style="list-style-type: none"> • Assistance in ongoing projects of the division like UKCAMPa in Uttarakhand DDA CAMPa in Delhi and PUNCAMPa in Punjab. • Conducted various field visits in Uttarakhand and Punjab for monitoring and evaluation of plantations raised under UKCAMPa and PUNCAMPa. • Organized various trainings of Silviculture Division as and when required. • Day to day paper work of Silvicultuer Division.

	<ul style="list-style-type: none"> • Make painting and sketches for Silviculture Division • Assist in report writing of various projects • Other miscellaneous work of the Division.
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Duties performed by the employees of Forest Management Discipline, ISFM Division

Sr.	Name of Employee & Designation	Duties Performed
1.	Sh. S. S. Sharma DCR	<ul style="list-style-type: none"> • Overall supervision of the works of Forest Management Discipline • Preparation of project proposal for recruitment of the staff • Updating the available records of preservation plots in the country • Screening work of all sample plots files of various species and states of India • Assisting in ongoing projects of the division like UNCAMPA in Chhattisgarh and PUNCAMPA in Punjab • Conducting various field visits, Chhattisgarh and Punjab for monitoring and evaluation of plantations raised under UNCAMPA and PUNCAMPA • Assisting in the day to day work • Office work and day to day work of forest management discipline • Assisting in conducting training workshop and seminar which is organized by ISFM Division as and when required
2.	Sh. V. S. Kumar Technical Officer	<ul style="list-style-type: none"> • Updating the available records of preservation plots in the country • Assisting in ongoing projects of the division like UNCAMPA in Chhattisgarh and PUNCAMPA in Punjab • Conducted various field visits in Chhattisgarh and Punjab for monitoring and evaluation of plantations raised under UNCAMPA and PUNCAMPA • Assisting in the day to day work • Handling office work and other work of forest management discipline and keeping files of the office and • Assisting in conducting training workshop and seminar which is organized by ISFM Division as and when required • Screening work of all sample plots files of various species and states of India
3.	Sh. Anil Kumar Technician	<ul style="list-style-type: none"> • Updating the available records of preservation plots in the country • Assisting in ongoing projects of the division like UNCAMPA in Chhattisgarh and PUNCAMPA in Punjab • Conducted field visits in various forest divisions of Punjab and Chhattisgarh for monitoring and evaluation of

Functions and duties of S&FM Division (Forest Management Discipline) officials/employees**Functions of Forest Management Discipline, S&FM Division:**

- Update the available records of Preservation plots and sample plots established in the country for forest type and important species of India.
- To assess the forest resource and growth assessment of species
- To generate yield and volume table of various tree species

Duties performed by the employees of Forest Management Discipline, S&FM Division:

S. No.	Name of Employee & Designation	Duties Performed
1.	Sh.S.K.Thomas, DCF	<ul style="list-style-type: none"> • Overall supervision of the works of Forest Management discipline • Preparation of project proposal as per requirement of the discipline • Updating the available records of preservation plots in the country. • Scrutinizing work of old sample plots files of various species and states of India. • Assisting in ongoing projects of the division like UKCAMP in Uttarakhand and PUNCAMP in Punjab. • Conducting various field visits in Uttarakhand and Punjab for monitoring and evaluation of plantations raised under UKCAMP and PUNCAMP an DDA • Assisting in the Report writing work. • Office work and other day today work of forest management discipline • Assisting in conducting training, workshop and seminar which is organized by S&FM Division as and when required.
2.	Sh. Kiran Kumar, Technical Officer	<ul style="list-style-type: none"> • Updating the available records of preservation plots in the country. • Assisting in ongoing projects of the division like UKCAMP in Uttarakhand and PUNCAMP in Punjab. • Conducted various field visits in Uttarakhand and Punjab for monitoring and evaluation of plantations raised under UKCAMP and PUNCAMP. • Assisting in the Report writing work. • Handling office store and office work of forest management discipline and keeping files of the office and • Assisting in conducting training, workshop and seminar which is organized by S&FM Division as and when required. • Scrutinizing work of old sample plots files of various species and states of India.
3.	Sh. Ankit Rawat, Technician	<ul style="list-style-type: none"> • Updating the available records of preservation plots in the country. • Assisting in ongoing projects of the division like UKCAMP and PUNCAMP. • Conducted field visits in various Forest Divisions of Punjab and Uttarakhand for collection of data and monitoring & evaluation of

		<p>plantations raised under "PUNCAMPA" and "UKCAMPA" respectively.</p> <ul style="list-style-type: none"> • Conducted filed visits in Delhi for collection of data and monitoring & evaluation of plantations raised under Delhi Development Authority. • Assisted in compilation, tabulation and data analysis of collected data from field in various projects of the division • Assisting in finalization of report writing work of ongoing projects of the division • Organized various training programs as committee member of S&FM Division for Forest Officers, Para-military & Territorial Army officers etc. • Assisted in scrutinizing work of old sample plots files of various species and states of India. • Assisted in the day to day office works of forest management discipline. • Assisted in various Research, Technical and other miscellaneous works as assigned by the officers of the division.
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Function and duties of employees of NTFP Discipline, S & FM Division FRI Dehradun:

Sl.No.	Name & Designation	Duty/Area of Work/ Responsibility
1.	Mrs Neelu Singh , Scientist- F	Supervision of different activities of NTFP Discipline Supervision of Projects as Principal Investigator Formulation of research projects Organization of training programme Delivering lectures on NTFP and Medicinal Plants in as resource person in various Training Programme and M.Sc students Any other work assigned by Director, Head, and Seniors officers
2.	Dr. B.P.Tamta, Scientist-E	I/C Chakrata NTFP Nursery PI of Own Projects Medicinal expert in DPR of Yamuna Project Lecture delivered on NTFP and Medicinal Plants in as resource person in various Training Programme Teaching faculty in Forestry in Deemed University FRI Members of PAC of Excellent Centre On Medicinal Plants & Livelihood at UCOST ICFRE DPC members at Wild Life Institute Work allotted by Director, Head, and Seniors officers and NTFP In-charge time to time
3.	Dr. Mala Rathore, Scientist- E	Supervision of Projects as Principal Investigator Lecture delivered on NTFP and Medicinal Plants in as resource person in various Training Programme Teaching faculty in Forestry in Deemed University FRI Work allotted by Director, Head, and Seniors officers and NTFP In-charge time to time
4.	Attar Singh , ACTO	Maintenance store related records of NTFP Discipline Supervision of NTFP Nursery & Chakrata Nursery Monitoring Work in CAMPA project Demonstration of Herbal Garden Practical classes of M.Sc. forestry Work time to time allotted by Seniors officers and NTFP In-charge & Senior Scientist
5.	Nikhil Verma, Technical Officer	Supervision NTFP Campus Nursery Demonstration of Herbal Garden and NTFP Museum Monitoring Work in CAMPA project Teaching faculty in Forestry in Deemed University FRI Work: time to time allotted by Seniors officers and NTFP In-charge & Senior Scientist

Forest Research Institute
(Indian Council of Forestry Research & Education)
P.O. New Forest, Dehradun

Dated: 23.01.2018

Duties and Responsibilities of Forest Staff Cadre in Forest Research Institute, Dehradun

Forest Range Officer

1. Range officer is the executive head of the Range and is responsible for the efficient management of the Range, for the custody and condition of all Government Property in his charge and for the discipline, conduct and work of all his subordinate staff. He shall also be responsible for the proper performance of the subordinate staff posted under him.
2. Responsible for effective supervision of all activities including protection of forest, wildlife and environment in this jurisdiction. He is responsible for the collection and credit of Forest Revenue and for prompt and correct payment of all sums due for the works executed.
3. Responsible for keeping and maintaining all accounts, relating to revenue, expenditure, timber and other forest produce, and submit his accounts and reports

Deputy Range Officer

1. Deputy Range Officer is responsible for the works related to the protection, conservation & management offorest and wildlife in the areas under his jurisdiction. Enforcement of the provisions of the Indian Forest Act, 1927, the Wildlife (Protection) Act, 1972 and the rules made there-under.
2. Functions as an attached executive under aForest Ranger or shall have to hold independent charge of a Depot/ Beat Supervisor at FRI, Dehradun and shall maintain machinery, equipment, tools and plantsplaced under his charge.
3. Deploys the work force under him judiciously and maintain all the accounts/records related to various works. He shall maintain the boundary of the forestsunder his jurisdiction. He is also required to do any other work as and when assigned to him byhis superior officers.

Forester

1. Responsible for the works related to the protection, conservation & management of forestand wildlife in the areas under his jurisdiction. Enforcement of the provisions of theIndian Forest Act, 1927, the Wildlife (Protection) Act, 1972 and the rules made thereunder.
2. Responsible for carrying out all the duties and functions to be done by a "forest officer", whenappointed so, under the provisions of the aforementioned Act and Rules. Shall function asan attached executive under a Deputy Ranger/Forest Ranger or shall have to hold independent charge of a Depot/ Beat Supervisor at FRI, Dehradun and shall maintain machinery, equipment, tools and plants placed under his charge.

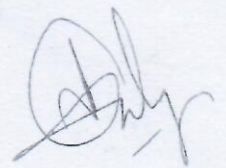
3. Responsible for deploying the work force under him judiciously and maintain all the accounts/records related to various works. He shall maintain the boundary of the forest under his jurisdiction. He is also required to do any other works as and when assigned to him by his superior officers.

Duties of Forest Guard/

Apart from Forest protection of the entire Forest Beat the duty list includes the following:

1. To carry out all Silvicultural operations such as Collection of seeds, sowing of seeds, preparing nurseries, Control of Weeds, Planting and carrying out cultural operations as directed and to undertake repairs and maintenance of protection measures of plantations.
2. Inspect the boundaries of territory and boundary pillars and to report the status of the same to Forester/ Deputy Ranger/ Range Officer.
3. Vigorous patrolling of Beat Area for any illicit activities and protection of Forest land and Wild Life in Beat Area and to keep vigil all the time from protection point of view and remain alert, excluding the issues related to security of buildings/residences/other structures in the beat area for which Watch & Ward wing/Registrar FRI will look after as per established procedure.
4. To detect, to report and to seek the help of one and all for fighting out the Fires in the Forest and to take protection measures for prevention of Fire and maintenance of Fire lines.
5. Prevent Grazing and to ensure that no forest produce/NWFP is removed from the forest except in accordance with Transit Rules under the Forest Act.
6. Tree protection especially the valuable species, catching hold of miscreants and to submit First Offence Report immediately on discovery of a Forest offence, to make diligent efforts to trace the offender and, if found, produce him before the Beat Supervisor/Deputy Ranger/Range Officer.
7. Assist the Range officer in range management as per the specific duties assigned from time to time.
8. Any other duties assigned from time to time by controlling authorities.

This has the approval of Director FRI.



Function and Duties of each employee

Sh. Lekhnath Bhattarai, Technical Officer

1. Supervising staff employed in Central nursery
2. Maintaining all nursery facilities and equipments
3. Maintenance of the records pertaining to Central nursery
4. Manage purchases of plant nutrients, seeds and disease control chemicals
5. Imparting training to students, personnel of various organizations
6. Public dealing by means of sale of plant, collection Issue of receipt & gate pass and depositing revenue in Accounts Section
7. Developing innovative methods in growing plants.
8. Any other work assigned by the superior authority.

Sh. Jeevan Chand Joshi, Forester

1. Assisting Sh. Lekhnath Bhattarai in day to day activities of nursery
2. Maintaining and managing nursery care equipment in good condition
3. Imparting training to students, personnel of various organizations
4. Maintaining files and documents of Central nursery collection, Issue of receipt & Gate pass and depositing it to Accounts Section
4. Public dealing by means of sale of plants
5. Developing innovative methods in growing plants.
6. Any other work assigned by the superior authority.

Sh. Rajesh Kumar Kala, M.T.S

1. Assisting senior staff in day to day activities of Nursery
2. Assisting in routine office works like diary, dispatch etc.
3. Upkeep of potted plants.
4. Any other work assigned by the superior authority.

(f) Office Seed lab

Annexure 'B'

Function and duties of Forest Tree Seed Laboratory Discipline, S&FM Division employees:

S.No	Name Of Employee & Designation	Duties Performed
1	Dr. Manisha Thapliyal, Scientist-F	<ul style="list-style-type: none">• Research, Education, Extension, Scientific management of Forest Tree Seed Laboratory, etc.
2	Dr. Namitha Nhandadiyil Kaliyathan, Technical Officer	<ul style="list-style-type: none">• Research, Education, Training, Up-keeping of seed processing Unit, etc
3	Sh Vikas Kumar, MTS	<ul style="list-style-type: none">• Maintaining office records and store items, Official correspondence, assisting research scholars, etc.
4	Sh Sandeep Kumar, Forest Guard	<ul style="list-style-type: none">• Assisting seed collection, cleaning and processing work for SPU and Nursery, Office work, etc.

Function and duties of Planting Stock Improvement Unit (PSI) Discipline, S&FM Division employees:

S.No	Name Of Employee & Designation	Duties Performed
1	Dr. Dinesh Kumar, Scientist - G	<ul style="list-style-type: none">• Overall management of PSIU, research project execution, teaching and extension.
2	Dr Nawa Bahar, Scientist-D	<ul style="list-style-type: none">• Research Project execution, teaching and extension.
3	Sh Satya Prakash, Technical Officer	<ul style="list-style-type: none">• Management of poplar germplasm bank, VMG, nursery management, store, assistance in running of research projects.
4	Sh Pushpender Kumar, MTS	<ul style="list-style-type: none">• Maintenance of nursery.