

Name of the Division- STORE SECTION

1.Maintenance of all records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act.	
List of files with subject	1. No.XX/16/2000/STR(Stationery)
	2. FRI/Dehradun/STR/1(5)budget
	3. XX/II/A/2002/STR (Requirement of Calendars)
	4. XX/16/2000/STR (Indent for Stationery)
	5. X-I/4/86-STR-IV (Procurement of Sprit Alcohol)
	6. XVI/4/99-STR-IV (Audit)
	7. IV/33/STR (No due Certificate)
	8. ASV-STR(Central store)Annual Physical Veri.
	9. ASV-STR (New Forest Hospital) Physical Veri.
	10. ASV-STR (Tel.Exchange) Physical Veri.
	11. ASV-STR (Pathology div.) Physical Veri.
	12. ASV-STR (Forest Product) Physical Veri.
	13. ASV-STR (FSLR div.) Physical Veri.
	14. ASV-STR (Chemistry div) Physical Veri.
	15. ASV-STR (Ecology div) Physical Veri.

	16. ASV-STR (Engg.Cell) Physical Veri.
	17. ASV-STR (Ext.div) Physical Veri.
	18. ASV-STR (C&P div) Physical Veri.
	19. ASV-STR (PLO) Physical Veri.
	20. ASV-STR (Service div) Physical Veri.
	21. ASV-STR (G&TP div) Physical Veri.
	22. ASV-STR (RS&M div) Physical Veri.
	23. ASV-STR (NFLIC) Physical Veri.
	24. ASV-STR (Botany div) Physical Veri.
	25. ASV-STR (RCS div) Physical Veri.
	26. ASV-STR (Entomology div) Physical Veri.
	27. ASV-STR (FRI University) Physical Veri.
	28. ASV-STR (Climate change) Physical Veri.
	29. ASV-STR (Bio Information & GIC div) Phy.Ver.
	30. ASV-STR (Allahabad) Physical Veri.
	31. ASV-STR (NWFP div) Physical Veri.
	32. FRI/Dehradun/STR/1(2) (Circular)
	33. FRI/Dehradun/STR/1(4) Vigilance Report
	34. FRI/Dehradun/STR/1(1) General Order
	35. FRI/Dehradun/STR/1(7) Condmn.of idle Equip.
	36. FRI/Dehradun/STR/1(3) Hindi report
	37. IX/2018/STR -Sh.Akhilesh Garg (Store officer)
	38. IX/11/2015-16/STR -Sh.Prabhakar Hatwal (Store Keeper)
	39. IX/12/FRI/D.Dun/2018-19/STR -Sh.Pawan Chander Upreti (Store keeper)
	40. IX/2019/STR/13.Sh. Deepak Kumar (MTS)
	41. XXII/1/88/STR (Silva. div) Condemnation
	42. XXII/2/88/STR (RS&M div) Condemnation
	43. XXII/3/88/STR (Ext.div) Condemnation
	44.XXII/4/93/STR (MFP div) Condemnation
	45. XXII/5/93/STR (G&TP div) Condemnation
	46. XXII/6/93/STR (FSLR div) Condemnation
	47. XXII/7/93/STR (Entomology div) Condemnation
	48. XXII/8/93/STR (Forest Product div) Condemnation
	49. XXII/9/93/STR (Botany) Condemnation
	50. XXII/10/93/STR (F O D) Condemnation
	51. XXII/11/93/STR (RCS div) Condemnation
	52. XXII12/93/STR (Ecology div) Condemnation
	53. XXII/13/93/STR (Pathology div) Condemnation

	54. XXII/18/93/STR (C&P) Condemnation
	55. XXII/19/93/STR (KV FRI) Condemnation
	56. XXII/20/99/STR (Chemistry) Condemnation
	57. XXII/23/2000/STR (Computer center) Condemnation
	58. XXII//24/2000/STR (FRI Canteen) Condemnation
	59 XXII/25/2000/STR (PLO) Condemnation
	60. XXII/26/NFLIC/STR (NFLIC) Condemnation
	61. XXII/27/STR (Purchase office) Condemnation
	62. XXII/28/2000/STR (Requirement of computer) Condemnation
	63. XXII/29/STR (Printing & Publication) Condemnation
	64. XXII/31/2002/STR (Un Serviceable of various store) Codemnation
	65. XXII/34/2000/STR (Engg.Cell) Condemnation
	66. XXII/36/2002/STR (Tel.Exchange) Condemnation
	67. XVIII/19/97-98/STR (N.F.Hospital) Condemnation
	68. XVIII/19/99-2000/STR (Service Branch) Condemnation
	69. XXI/7/97-98/STR (Store section) Condemnation
	70. XXII/38/2008-09/STR (City Section) Condemnation
	71. XXII/39/2009-10/STR (FRI University) Condemnation
	72. XXII/41/2010-11/STR (C.S.F.E.R) Prayagraj,Condemnation
	73. XXII/42/2011-12/STR (IT CELL) Condemnation
	74.1-2/2010-11/STR/RTI (RTI Act)
	75.Dis/2014-15/STR/E-Waste
	76.XXII/6/2017-18/Auction/STR (Auction)
2. Function and duties of each employee in your division	1. Sh.Akhilesh Garg (Store officer)-Signing Authority & Supervision of store, In charge of all files of store section. 2. Sh. Prabhkar Hatwal (Store Keeper)- Maintain PSR, Auction, Procurement of stationery /Contingency items . 3.Sh. Pawan Chander Upreti (Store keeper)- Maintaining contingency/Alcohol and stationery register with their distribution. 4.Sh.Deepak Kumar(MTS)-Diary & Dispatch & distribution of letter, Open & Closing office ,Typing work etc.
3.Financial /Administrative power of an employee in your division	Registrar, FRI
4.Procedure to be followed, decision making including supervision and accountability	Registrar, FRI
5.Statement of categories of documents that are held by it or under its control	All Control under Registrar, FRI
6.Consultancy work carried out in your division	N.A

7.Directory of employees with name designation and telephone number	N.A
8.Budget allocated during the current year for different project and expenditure incurred.	N.A
9.Particulars of facilities to citizens and for public use.	N.A


Registrar FRI

Yours Faithfully


Akhilesh Garg
Store officer
Forest research institute