

**HIMALAYAN FOREST RESEARCH INSTITUTE, CONIFER CAMPUS,
PAHTHAGTHAT, SHIMLA-171009 (H.P.)**

i) The particulars of its organization, functions and duties:

Himalayan Forest Research Institute (HFRI), Shimla, Himachal Pradesh was initially established as High Level Conifer Regeneration Research Centre during May, 1977 to carry out research on the problems associated with natural regeneration of Silver fir and Spruce. The centre developed the technology for the same and transferred it to the State Forest Departments. During reorganization of forestry research and coming up of the *Indian Council of Forestry Research & Education (ICFRE)*, Dehra Dun in 1986, the mandate of this centre was enlarged from Regeneration of Silver fir and Spruce to Eco-Rehabilitation of Cold Deserts, Mined Areas Rehabilitation, insect-pests and disease management, besides studies on agro-forestry practices in hills and regeneration of Coniferous and Broad-leaved Forests. This Centre was re-designated as Himalayan Forest Research Institute, Shimla in 1998.

This Institute has made significant contribution to the artificial regeneration of Silver fir (*Abies pindrow*) by carrying out research on their seeds, nursery practices and planting technology. Other notable achievements include development of nursery and planting techniques etc. of other conifers like, Deodar, Taxus, Chir-Pine, Blue Pine including their broadleaved associates like, Birdcherry, Horse-chestnut, Oaks, Maples, Poplars and also of the species endemic to the cold desert areas. Research and extension activities of the Institute include establishment and standardization of agro-forestry models in the lower hills of Himachal Pradesh, Eco-economic rehabilitation of mine damaged areas including organizing the workshops and trainings for the user groups. Considerable work has been taken up in the cold desert areas of Himachal Pradesh and Jammu & Kashmir for documentation of flora of such areas including standardization of the nursery techniques for the species endemic to these areas. Insect-pest attacks and diseases of Deodar, Shisham, Chir-pine, Oaks and Willows were investigated and remedial measures suggested to the State Forest Departments of Himachal Pradesh and Jammu & Kashmir. This is how, the Institute has contributed/is contributing its expertise to this most fragile, sensitive and susceptible eco-system for better and scientific management of the forest eco-system in the states of Himachal Pradesh and Jammu & Kashmir.

Beside research, extension and training activities, pointing towards sustainable development, are important functions of the Institute. The main aim behind these activities is to keep the front line staff of the State Forest Departments and other end users abreast of the underlying concepts and research developments in forestry so as to transfer the technologies from laboratory to the land. In the process, the institute, in collaboration with the state forest department of Himachal Pradesh and Jammu & Kashmir, established **Van Vigyan Kendra (VVKs)** at Brundhar, Manali (HP) and Janipur (J&K) through which the institute is now having more focused approach for carrying out extension

activities with sufficient means for reaching and penetrating into the mindset of the people. A **Model Village** at Lanabanaka, Distt. Sirmour (Himachal Pradesh) has also been established for showcasing research activities of the institute. The Institute has well-developed infrastructure of laboratories, library, herbarium, nurseries (including Model Nursery) and experimental field areas for conducting research and training programmes. In the process of broadening of research base in different Agro-climatic zones in the state of Jammu & Kashmir for carrying out required and more pointed research, the institute has recently established **Field Research Stations at Nagbani (Jammu region) and at Badami Bag (Leh & Laddakh)**. The faculty for imparting trainings by the institute consists of highly qualified, experienced, skilled professionals and researchers.

ORGANIZATION:

This institute is headed by a Director, who is assisted by one Conservator of Forests, Two Deputy Conservator of Forests and a team of Scientists having expertise in the Field of Ecology and Biodiversity Conservation, Silviculture and Forest Management, Forest Genetics, Forest Protection, Medicinal Plant and Agro-forestry & Extension. The Group Coordinator (Research) coordinates the research activities of these research divisions.

Field Research Stations of the Institute are being controlled from the Headquarters at Shimla, of course, with field staff at these locations. Various research stations of the Institute to carry out site specific/objective research as per the mandate of the Institute are situated at the following locations:

A] Himachal Pradesh:

1. Field Research Station, Tabo, District Lahaul-Spiti
2. Field Research Station, Shillaru, District Shimla
3. Field Research Station, Bruhandhar, District Kullu
4. Model Nursery, Baragaon, Shimla
5. Field Research Station, Bir Plasi, Nalagarh, District Solan
6. Field Research Station, Shilly, District Solan

B] Jammu & Kashmir:

1. Field Research Station, Nagbani, Jammu
2. Field Research Station, Badami Bag, Leh

ii) The powers and duties of its officers and employees:

A) Administrative activities

In order to ensure discipline and smooth functioning of the Institute the following officers and officials are working in Administration:

1. Dr. S.S. Samant, Director of the Institute

He is exercising the Administrative and Financial powers delegated to him by the Director General of ICFRE, Dehra Dun as per ICFRE Compendium. He is Head of the Institute and possess over all control of the Institute.

2. Shri S.P Negi, Head Of Office

He is looking after the overall supervision of Establishment and office matters. He is assisted by one Assistant Sh. Rakesh Kashyap in Establishment matters and Sh. Dinesh Dhiman in General Correspondance

3. Dr. Rajesh Sharma , Scientist-G

He is holding the charge of Group Coordinator (Research) and Vigilance Officer. He is assisted by one Chief Technical Officer (Sh. Akhil Sharma) and one Stenographer (Smt. Narvada Pal).

4. Sh. Rajinder Sharma, Private Secretary

He is Private Secretary to the Director and supervises the work of files submitted to the Director.

5. Sh. Sanjeev Thakur, DCF

He is holding the Charge of Head of Facilities and Services Division which includes Estate Officer, Vehicle Officer, Head of IT, Library, Store and Rest House. One LDC (Sh. Ramanjeet), one Forester (Sh. Sachin) and one Ranger (Sh. Kartar Singh) is assisting him in his works.

6. Sh. Dinesh Paul, DCF

He is holding the Charge of Drawing and Disbursing Officer, Hindi Officer Nodal Officer (Legal) and DCF of Extension Division. One LDC (Sh. Praveen Kumar) and Assistant (Sh. Anita Devi) is assisting in the works pertaining to Hindi cell and Account Section.

7. Dr. Joginder Chauhan, Chief Technical Officer

He is working as Store Officer. He is assisted by UDC (Shri Uma Shankar) and LDC (Sh. Ramanjeet).

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B) Research Activities

Dr. Rajesh Sharma , Scientist-G is the Group Coordinator (Research) who looks after the overall activity of the institute related to research and prepares various reports regarding research to ensure timely submission to the ICFRE Headquarters and quarter concerned. He is also discharging the duties of Vigilance Officer.

All the Research activities of the Institute have been distributed among the following Divisions by the Director:

1. Division of Forest Ecology and Climate Change

Dr. R.K. Verma, Scientist-G is the Head of this Division. He is assisted by a Scientist of the rank of Scientist-E (Dr.Ranjeet Kumar) and one scientist of the rank of Scientist-D (Dr.Vineet Jishtu), one Assistant Chief Technical Officer (Km. Shilpa), one Technical Officer (Sh. Dushyant Kumar), One Technician (Sh. Kulwant Rai Gulshan) and one LDC (Sh. Praveen) in the administrative and research works pertaining to the division.

2. Division of Silviculture and Forest Management

Dr. Sandeep Sharma, Scientist-G is the Head of this Division. In this division he is being assisted by one Scientist of the rank of Scientist-F (Sh. Jagdish Singh), two scientists of the rank of Scientist-C (Shri Pitamber Singh Negi and Dr. Swaran Lata), one Chief Technical Officer (Dr. Joginder Chauhan), one Technical Officer (Sh. Jawala Prashad), one Senior Technical Assistant (Sh. Kuldesch Kumar) , one Technician (Smt. Drishti Sharma) and one LDC (Sh. Praveen) in the administrative and research works pertaining to the division.

3. Forest Protection Division

Dr. Ashwani Tapwal, Scientist-F is the Head of this Division. He is being assisted by one Scientist of the rank of Scientist-D (Sh. Subhash Sonekar), one Chief Technical Officer (Smt Savita Kumari Banyal), one Technician (Sh. Rajender Pal) and one LDC (Sh. Guler Singh) in the administrative and research works pertaining to the division.

4. Genetics and Tree Improvement Division

Dr.Rajesh Sharma, Scientist-G is the Head of Genetics and Tree Improvement Division. He is being assisted by one Chief Technical Officer (Sh. Vinod Dogra), two Technician (Smt. Sonika Sharma and Sh. Manjeet Kunnar) and one LDC (Sh. Guler Singh) in the administrative and research works pertaining to the division.

5. Facilities and Services Division

Sh. Sanjeev Thakur, DCF is the Head of this Division which includes Library, IT, Estate, Vehicle and Store Sections. He is assisted by Dr. Joginder Chauhan as Store Incharge, Sh. Vinod Dogra as Rest House Incharge and Smt Shilpa as Library Incharge. In Library Section, he is assisted by one library information assistant (Smt Santosh Jamalta), in IT section by one Technician (Sh. Vinay Chauhan), in Estate Section, one Range Officer (Sh. Kartar Singh), in Vehicle Section assisted by one LDC (Sh.Ramanjeet) and in Store Section assisted by one UDC and one LDC (Sh.Uma Shankar and Sh. Ramanjeet).

iii) The procedure followed in the decision making processing including channels of supervision and accountability:

Overall In-charge of the Institute is the Director, Therefore, most of the powers pertaining to administration and finance lies with him. However, the following procedure is being followed in decision-making process and supervision:

Matters pertaining to Establishment:

DCFs has been given the charge of Drawing & Disbursing Officer and Head of Facilities and Services Division. The channel of supervision and accountability is as follows:

The dealing hand (of the rank of LDC/UDC/Assistant) put up the dak/correspondence to the Officer-in-Charge in the section. In case of Establishment Section, the dealing assistant is putting up the dak to the Section Officer. Assistants, after proper scrutiny, are putting up the all dak/ correspondence to the Section Officer and Drawing & Disbursing Officer, as the case may be, for checking at their level. The Section Officer is putting the same to Under Secretary and Head Of Office HFRI, Shimla is taking decisions as per powers delegated to him by the Director and in cases, powers have not been delegated to them, they are putting up those cases to the Director for sanction and approval.

In case of Legal matters, Hindi and Vehicle Officer the correspondence is being put up by the dealing assistant to the Legal Officer, Hindi Officer and Vehicle Officer.

Legal Officer and Vehicle Officer, after fulfilling the requirement of subject matter, is putting up the same to the competent authority who disposes the matter in accordance with rules and powers vested with him.

In case of correspondence relating to Estate the dealing assistant is putting up the correspondence to the Estate Officer and Estate Officer is taking decision as per his powers and cases beyond his powers are being sent to Director with their recommendations for final decision.

It is pertinent to mention here that some powers like transfer & appointment of Group A & B, nomination of officers/ Scientists for workshop/seminars/ training abroad, final approval of reply of court cases etc. and financial matters beyond the power of Director lies with the D.G. ICFRE. These cases are being sent to DG, ICFRE as per requirement with full justification.

(iv) The norms set by it for the discharge of its functions.

We are following the rules and regulations of Govt. of India/ ICFRE, hence the norms set by Govt. of India/ ICFRE are being followed.

(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

The Institute is following rules, regulations & instructions, framed by Govt. of India and ICFRE from time to time. As per instructions of ICFRE, Compendium of ICFRE

is being consulted/referred in day to day work, however, in some cases where the compendium is silent about rules, we are following/applying the rules of Govt. of India as per instructions of ICFRE Hqrs.

(vi) A statement of categories of documents that are held by it or under its control.

All the service record viz., service books, personal files of the officers /officials and all files relating to establishment matters are being kept and maintained in the Establishment Branch. All ACR folders are being kept under the custody of Under Secretary and Head of Office.

All the records pertaining to Accounts matters viz., cash book, ledgers, check drawn registers, paid vouchers and all files of accounts matters and pay bill registers, TA/LTC and medical reimbursement registers etc. are being maintained and kept in Accounts Branch in the custody of concerned dealing hands.

Likewise the records pertaining to Central Store, viz., Stock registers and concerned files are being maintained and kept in Store Section in the custody of dealing hand.

The records pertaining to Estate, IT, Library and of the Divisions are being maintained and kept in the concerned sections/ divisions.

For the old/closed records there is one Record Officer (Dr. Ranjeet Singh, Scientist-F) who is responsible for weeding out the records and one separate room has been provided for keeping the record in a systematic manner.

(vii) The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof.

The particulars relating to the research policy are being prepared and compiled by the Group Coordinator (Research) HFRI, Shimla as under:

Preparation of Annual Action Plans/ Policy or implementation, thereof, we are ensuring representation of members of public. There is an existing apex body called Research Advisory Group (R.A.G.) is a composite group of research users, researchers & research managers and has a regional character with subject area experts of national/ international eminence.

The constitution of RAG's is as follows:-

1.	Director of the Institute	Chairman	1
2.	DDG (Res.) or his nominee/ADG(P&P)	Co-Chairman	1
3.	Representative of Pr.C.C.F's (of jurisdiction of states) (Senior Officers directly dealing with forestry research)	Member	3
4.	Senior Scientist of the Institute	Member	2
5.	Senior Forestry Professional of the Institute	Member	2
6.	Representative of the University dealing with forestry of the rank of Dean or Head of Forestry Deptt.	Member	1
7.	Representative of Non Governmental Organization (NGO) dealing with forestry & forestry research	Member	1
8.	Representative of forest based industry	Member	1
9.	Retired eminent Scientist having professional interest in forestry	Member	1
10.	Retired eminent Forest Officer having experience & interest in forestry research	Member	1
11.	Coordinator-Research	Member Secy.	1

Role of RAG:

1. To revise research programme and new research proposals at the institute every year.
2. To consider and provide advice on regional requirements for forest research over the whole spectrum of activities affecting forests & tree in land management.
3. To review the progress and results from all research projects.
4. To recommend annual research programs and level of budget allocation to the relevant Institute.

By representation of above including NGO's in formulation of plans, the representation of public was also ensured and the requirement of present day in forestry research is being assessed through the meetings of this group. As per recommendations of RAG, the projects are being formulated and implemented.

There is another apex body of ICFRE known as "Research Policy Committee" (RPC). The main role of this committee is to review other research projects cleared by RAG of its Institute and to recommend the projects with prioritization for implementation in various Institutes.

(viii) A statement of boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public and ICFRE Headquarters be informed accordingly.

There are Research Advisory Committee, Senior Purchase Committee, Technical Evaluation Committee, House Allotment Committee and Departmental Promotion Committee in this Institute. The activities of the Committees are not open to the public.

(ix) Directory of its officers and employees

Sr.No.	Name of Officer	Direct No.	Intercom	Intercom	Mobile No.
		Office	Office	Residence	
1	Dr. S.S. Samant, Director	2626778	101	2624392, 152	
2	Sh. R.K. Sharma, Pvt. Secy.	2626778	122	-	94599-69676
3	Sh. SP Negi		102		8894222211
4	Dr. P.K Mathur	-	108		
5	Dr.Rajesh Sharma,	-	119	150	94181-64067
6	Dr. Sandeep Sharma	-	103		94181-29759
7	Dr. R.K. Verma, Scientist	-	110		94181-89326
8	Sh. Jagdish Singh	-	106		94180-71421
9	Dr. Ranjeet Kumar	-	109		89883-78338
10	Dr. Ashwani Tapwal	-	114		9418065960
11	Sh. Sanjeev Kumar, DCF		112		9418481674
12	Sh. Dinesh Paul, DCF		104		
13	Dr. Subhash Chandra	-	120		9425410814
14	Dr. Vaneet Jishtu, Scientist	-	107		94182-32954
15	Sh. P.S. Negi, Scientist	-	105		94181-60802
16	Ms. Swaran Lata, Scientist	-	113		94590-94815
17	IT		111		98056-75997
18	Visitor room		147		
19	Sm. Savita Banyal		117		
20	VC Room		118		
21	Conference Hall		121		
22	Smt. Suman Kaushal	-	126		94189-62947
23	Praveen		124		
24	Sh. Dinesh Dhiman		125		9418862341
25	Cashier		127		

26	Sh. Rakesh Kumar		128		
27	Smt Krishna Lalhal		129		
28	Smt Anita / Sh. Rohit		130		
29	Store		134		9418811912
30	Library		136		98162-14841
31	Sh. Kartar Singh, FRO	-	137	-	9816697285
32	Driver Room		138		
33	Sh. Ashwani Kumar	-	139	-	94180-21880
34	Sh. Dushyant		140		
35	Sh. Vinod Kumar	-	141	-	98166-82006
36	Free		142		
37	Dr. Joginder Singh		143	-	80910-02464
38	Sh. Jawala Prasad		144		
39	Guler Singh, Praveen Kumar	-	116	-	94188-62341
40	SFM Lab		145		
41	GTI Lab		146		
42	FPD Lab	-	135	-	-
43	FE & CC	-	115	-	
44	Reception	-	100	-	
45	DPR room	-	116	-	
46	DPR room	-	148	-	-
47	DPR room	-	149	-	-
48	Security Post	-	151		

Any other information, which the section deem fit to be placed in this document pertaining to the section.

i) Details of superannuation/ repatriation of Group A,B,C & D staff of this Institute

Men in Position as on date (14/10/2019)					
Sr. No	Name of Posts	Sanctioned Strength	Name of officer/ official	Designation	Date of Retirement / Repatriation
1	Director	1	Dr. S. S. Samant	Director	
2	C.F (Deputation)	1	Sh. S. P. Negi, IFS	C.F	31-07-2020
3	Dy.C.F. (Deputation)	2	Sh. Sanjeev Kumar	Dy.C.F.	20-09-2021
4			Sh. Dinesh Paul	Dy.C.F.	31-12-2023
5	Scientists	10	Dr. Rajesh Sharma	Scientist-G	31-10-2026
6			Dr. Sandeep Sharma	Scientist-G	31-07-2026
7			Dr. Raj Kumar Verma	Scientist-G	31-08-2026

8			Sh. Jagdish Singh	Scientist-F	31-10-2024
9			Dr. Ashwani Tapwal	Scientist-E	30-11-2034
10			Dr. Ranjeet Kumar	Scientist-E	30-09-2035
11			Dr. Subhash Chander	Scientist-D	31-07-2024
12			Dr. Vaneet Jishtu	Scientist-D	30-09-2025
13			Sh. Pitamber Singh Negi	Scientist-C	31-12-2030
14			Dr. Swaran Lata	Scientist-C	31-01-2046
15	Technical Category-III (CTO) and Technical Category-II (Technical Assistants)	11	Dr Joginder Singh	CTO	31-08-2039
16			Sh. Akhil Kumar	CTO	31-07-2044
17			Sh. Vinod Kumar	CTO	31-03-2040
18			Smt. Savita Kumari	CTO	30-06-2043
19			Sh. Ashwani Kumar	ACTO	31-07-2042
20			Smt. Shilpa	ACTO	31-07-2043
21			Sh. Kuldesh Kumar	STA	31-03-2049
22	Technical Category-I (Technicians) Lab/Maintenance	16	Sh. Dushyant Kumar	Technical Officer	31-03-2036
23			Sh. Jawala Prashad	Technical Officer	31-10-2039
24			Smt Drishti Sharma	Technician	30-04-2046
25			Km Sonika Sharma	Technician	31-12-2046
26			Sh Kulwant Rai	Technician	31-12-2046
27			Sh. Vipin Kumar	Technician	30-09-2053
28			Sh. Shyam Sunder	Technician	30-04-2045
29	Sh. Rajender Pal	Technician	30-06-2040		
30			Sh. Manjeet Kumar	Technician	31-03-2055
31			Sh. Vinay Chauhan	Technician	31-07-2053
32	FRO	2	Sh. Kartar Singh	FRO	30-04-2023
33			Sh. Sangat Ram	FRO	31-08-2020
34	Private Secretary	1	Sh. Rajinder	Private	30-11-2019

			Sharma	Secretary	
	Section Officer/ U. Secretary	1	-	-	
35	Assistant	5	Smt. Anita Bhadwal	Assistant	31-10-2020
36			Sh. Rakesh Kumar	Assistant	31-03-2027
37			Sh. Badri Sain Negi	Assistant	31-01-2029
38	Steno-Gr-I	2	Sh. Dinesh Dhiman	Steno-Gr-I	31-03-2029
39			Smt. Narvada Pal	Steno-Gr-I	31-07-2034
40	UDC	5	Smt. Sunita Narwal	UDC	31-08-2035
41			Smt Krishna Lalhal	UDC	31-10-2023
42			Sh. Uma Shanker	UDC	31-03-2023
43	LDC	5	Sh. Guler Singh	LDC	31-05-2049
44			Sh. Parveen Kumar	LDC	31-03-2052
45			Sh. Rohit Kumar	LDC	30-11-2048
46			Sh. Raman Jeet	LDC	31-05-2034
47	Driver	3	Sh. Raj Kumar	Driver	31-01-2032
48			Sh. Bishan Singh	Driver	30-04-2052
49			Sh. Kuldeep Kumar	Driver	31-12-2051
50	Lib.Infor Asstt	1	Smt Santosh Jamalata	Lib.Infor Asstt	31-03-2042
51	Dy Ranger	4	Sh Purushotam Ram	Dy Ranger	30-04-2021
52			Sh. Rakesh Sharma	Dy Ranger	31-08-2026
53			Sh. Narender Sen	Dy Ranger	31-10-2027
54			Sh. Ramesh Chand	Dy Ranger	31-07-2027
55	Forester	8	Sh. Diwan Singh	Forester	31-05-2028
56			Sh. Mohinder Singh	Forester	31-12-2024
57			Sh. Sant Ram	Forester	28-02-2027
58			Sh. Murat Singh	Forester	30-09-2029
59			Sh. Sachin Chauhan	Forester	31-10-2040
60			Sh. Ajay Thakur	Forester	30-10-2052

61			Sh. Sunil Sharma	Forester	31-07-2053
62			Sh. Pradeep Kumar	Forester	31-01-2055
63	Forest Guard	8	Sh Virender Kumar	Forest Guard	30-06-2050
64			Sh. Jiya Lal	Forest Guard	30-11-2047
65			Sh. Swaraj Singh	Forest Guard	30-06-2047
66			Sh. Manoj Kumar	Forest Guard	31-07-2047
67			Sh. Susheel	Forest Guard	28-02-2057
68			Km. Sapna Thakur	Forest Guard	31-03-2054
69			Sh. Manesh Kumar	Forest Guard	30-04-2056
70			Sh. Lokesh	Forest Guard	30-04-2058
71	MTS	15	Sh. Rakesh Kumar	MTS	31-05-2024
72			Sh. Roop Lal	MTS	28-02-2029
73			Sh. Vinod Kumar	MTS	31-03-2028
74			Sh. Dharam Singh	MTS	30-06-2029
75			Sh. Sanjeev Kumar	MTS	31-12-2048
76			Sh. Khem Raj	MTS	31-12-2019
77			Sh. Sudesh Kumar	MTS	30-04-2048
78			Sh. Arun Kaushal	MTS	31-07-2049
79			Sh. Ramesh Chand	MTS	31-12-2021
80			Sh. Narender Kumar	MTS	30-04-2051
81	MTS Safai Karmchari	2	Sh. Ashok Kumar	MTS (Safai.Karm)	31-01-2025
82			Sh. Chaman Lal	MTS (Safai.Karm)	31-12-2054

(x) The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.

Sl.No.	Category & Name	Basic Pay
1	Dr. S.S. Samant , Director	1,99,600.00
2	Sh.S.P.Negi,IFS, CF	1,62,300.00
3	Sh. Sanjev Kumar , DCF	99,500.00
4	Sh. Dinesh Paul, DCF	74,000.00
5	Sh. Subhash Chander, Sci	96,900.00
6	Dr. Rajesh Sharma, Sci	1,93,800.00
7	Dr. Sandeep Sharma, Sci	1,88,200.00
8	Dr. R,K,Verma, Sci	1,88,200.00
9	Sh. Jagdish Singh, Sci	1,61,300.00
10	Dr. Vaneet Jishtu, Sci	91,400.00
11	Sh. P.S. Negi, Sci	80,900.00
12	Dr. Ranjeet Kumar, Sci	1,34,500.00
13	Dr. Ashwnii TApwal, Sci	1,34,500.00
14	Dr. Swaran Lata, Sci	74000.00
15	Dr. Joginder Singh, CTO	81,200.00
16	Sh. Ashani Kumar, ACTO	76,200.00
17	Sh. Vinod Kumar, CTO	81,200.00
18	Smt. Shilpa, ACTO	76,200.00
19	Smt. Savita, CTO	81,200.00
20	Sh. Akhil, CTO	81,200.00
21	Sh . Dushyant, T.O	50,500.00
22	Sh. Jawala Prasad, TO	50,500.00
23	Sh. Kartar Singh, FRO	47,600.00
24	Sh. Sangat Ram, FRO	47,600.00
25	Sh. Kuldes, STA	41,100.00
26	Smt. Drishti, Tech.	26,000.00
27	Smt. Sonika, Tech	26,000.00
28	Sh. Kulwant Rai Gulshan, Tech.	26,000.00
29	Sh. Vipon, Tech	26,000.00
30	Sh. Shyam Sunder, Tech	26,000.00
31	Sh. Rajinder Pal, Tech	30,200.00
32	Sh. Sachin Chauhan, Fr.	29,300.00
33	Sh. Manjeet, Tech	21,700.00
34	Sh. Vinay Kumar, Tech	21,700.00
35	Sh. Purushotam Ram, Dy.Ranger	37,500.00
36	Sh. Rakesh Sharma, Dy.Ranger	35,300.00
37	Sh.Ramesh Chand, Dy.Ranger	34,000.00
38	Sh. Narender Sen, Dy.Ranger	34,000.00
39	Sh. Sant Ram, Fr.	34,000.00
40	Sh. Mohinder Singh, Fr	34,000.00
41	Sh. Diwan Singh, Fr	34,000.00
42	Sh. Murat Singh, Fr	34,000.00
43	Sh. Pardeep Kumar, Fr	19,900.00
44	Sh. Sunil Sharma, Fr	19,900.00
45	Sh. Ajay Thakur, Fr	19,900.00
46	Ms. Sapna Thakur, FG	18,000.00
47	Sh. Manish Kumar, FG	18,000.00
48	Sh. Sushil Kumar, FG	18,000.00
49	Sh. Lokesh, FG	18,000.00
50	Sh. Swaraj Singh, FG	21,500.00

51	Sh. Virender Kr., FG	21,500.00
52	Sh. Jiya Lal, FG	21,500.00
53	Sh. Manoj, FG	21,500.00
54	Sh. R.K.Sharma,PS	86,100.00
55	Smt.Anita, Asstt.	58,600.00
56	Sh. Rakesh Kr, Asstt.	50,500.00
57	Sh. Dadri Sain Negi, Asstt.	47,600.00
58	Sh. Dinesh Dhiman, Steno	60,400.00
59	Smt. Narvada, Steno	52,000.00
60	Smt. Sunita, UDC	38,100.00
61	Smt. Krishna, UDC	38,100.00
62	Sh. Uma Shanker, UDC	35,300.00
63	Sh. Raj Kumar, Driver	41,600.00
64	Smt. Santosh, Lib.	50,500.00
65	Sh. Guler, LDC	23,100.00
66	Sh. Rohit, LDC	23,100.00
67	Sh. Parveen, LDC	23,100.00
68	Sh. Raman Jeet, LDC	29,300.00
69	Sh. Bishan, Driver	19,900.00
70	Sh. Kuldeep Kr., Driver	19,900.00
71	Sh. Rakesh kr, MTS	37,200.00
72	Sh. Roop Lal, MTS	35,000.00
73	Sh. Vinod Kr, MTS	35,000.00
74	Sh. Dharam Singh, MTS	35,000.00
75	Sh. Khem Raj, MTS	37,200.00
76	Sh. Ashok Kr, MTS	37,200.00
77	Sh. Sudesh Kr, MTS	21,500.00
78	Sh. Arun Kr, MTS	21,500.00
79	Sh. Sanjeev Kr, MTS	21,500.00
80	Sh. Narender Kr, MTS	18,000.00
81	Sh. Chaman Lal,MTS	18,000.00

(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

Expenditure Statement (in Rupees) for SEPT.,19 under PLAN"GC"Salary,other than Salary & Creation of Capital Assets							
Name of Institute: Himalayan Forest Research Institute, Shimla							(In Rs.)
	BUDGET HEAD	Budget allotment 2019-20	Grant received till date	Expenditure up to last month	Expenditure for SEPT., 2019	Progressive up to SEPT., 2019	Bal. at the end of month
	SUB-COMPONENT" SALARIES"						
	GRANT B/F		142.36108				
	Grant received from ICFRE		188.96000				
			188.96000				
i(a)	Establishment Exp. Research						
1	Salary & Allowances	545.83000		253.57517	43.38462	296.95979	248.87021
2	OTA	-		-	-	-	-

3	Medical	3.00000		0.86672	0.28832	1.15504	1.84496
4	10% pension Cont.of ICFRE Emp	24.00000		9.78380	1.58012	11.36392	12.63608
5	Others (Specify)			-	-	-	-
	i) Honorarium	-		-	-	-	-
	ii) LTC	3.00000		0.00470	0.62158	0.62628	2.37372
	iii) New Pension Scheme	-		-	-	-	-
	iv) Any other	-		-	-	-	-
	Sub Total	575.83000		264.23039	45.87464	310.10503	265.72497
i(a)	Establishment Exp. Non- Res.						
1	Salary & Allowances	164.00000		97.87292	13.22195	111.09487	52.90513
2	OTA	-		-	-	0	0
3	Medical	2.00000		0.50601	0.37212	0.87813	1.12187
4	10% pension Cont.of ICFRE Emp.	13.00000		5.28316	0.81187	6.09503	6.90497
5	Others (Specify)						0
	i) Honorarium	-		-	-	0	0
	ii) LTC	1.00000		0.00308	0.57317	0.57625	0.42375
	iii) New Pension Scheme			0	0	0	0
	iv) Any other			0	0	0	0
	Sub Total	180.00000		103.66517	14.97911	118.64428	61.35572
	Total Plan Salary (a+b)	755.83000	520.28108	367.89556	60.85375	428.74931	327.08069
	SUB-COMPONENT"GENERAL"						
	Grant B/F		0.06625				
	Grant received from ICFRE		31.08000				
			31.84000				
			10.00000				
i(b)	Administrative Expenses						
A	Infrastructure						
a	Rent & taxes	-		-	-	-	-
b)	Electricity charges/water charges	16.00000		2.74041	0.48408	3.22449	12.77551
c)	Veh. Running expenses (Fuel))	2.50000		0.37700	0.27301	0.65001	1.84999
d)	Insurance	0.70000		0.52349	-	0.52349	0.17651
	Sub-Total (A)	19.20000		3.64090	0.75709	4.39799	14.80201
B	Repair & Maintenance of Infra. of Assets						
a	Road & Buildings (Minor works)	16.00000		3.90941	2.15281	6.06222	9.93778

b)	Plants & Machinery (Sci-Equip)	-		-	-	-	0.00000
c)	Furniture & Fixtures	0.30000		-	-	-	0.30000
d)	Vehicles (Repair)	3.00000		0.43206	0.11492	0.54698	2.45302
e)	Office / IT Equipment	3.00000		0.74808	0.52348	1.27156	1.72844
f)	Others (Reserve Fund)	-		-	-	0	0
	Sub-Total B	22.30000		5.08955	2.79121	7.88076	14.41924
C	Communication						
a	Postage & Telephone	2.00000		0.19730	0.14878	0.34608	1.65392
	Sub-Total C)	2.00000		0.19730	0.14878	0.34608	1.65392
D	Others						
a	News Papers & Periodicals	1.50000		0.85618	0.00314	0.85932	0.64068
b	Stationery	1.50000		0.31258	-	0.31258	1.18742
c	Travel & Conveynce (N.Res) TE	8.00000		2.23514	0.04422	2.27936	5.72064
d	Legal & Professional Charges	1.00000		0.86910	0.01650	0.88560	0.11440
e)	Auditor's Renumeration	0.50000		-	-	-	0.50000
f)	Hospitality Expenses	-		0			
g	Medicines & Medical Consumable	-		0	0	0	0
h	Liveries	-		-	-	0.00000	0.00000
i	Contingency	19.00000		6.86376	1.93214	8.79590	10.20410
j	others	-				0	
	Sub-Total D	31.50000		11.13676	1.99600	13.13276	18.36724
	Grand Total (a)+(b)+(c)+(d)	75.00000		20.06451	5.69308	25.75759	49.24241
i(c)	Research Expenses						
1	Travel & Conveynce (Res) TE	9.12000		5.04695	1.55126	6.59821	2.52179
	Sub Total	9.12000		5.04695	1.55126	6.59821	2.52179
2	other consumables (M&S)	4.29000		1.24706	0.05900	1.30606	2.98394
	Sub Total	4.29000	-	1.24706	0.05900	1.30606	2.98394
3	other Res. Expenditure (FRE)	9.99000		1.34699	0.41491	1.76190	8.22810
	Sub Total	9.99000		1.34699	0.41491	1.76190	8.22810
4	Fellowship	21.53000		11.19772	3.25388	14.45160	7.07840
	Sub Total	21.53000		11.19772	3.25388	14.45160	7.07840
5	Main. Of equipment	1.80000		-	-	-	1.80000
	sub Total	1.80000		-	-	-	1.80000
6	Other (RAG/RPC meetings)	0.60000		0.09000	-	0.09000	0.51000
	Sub Total	0.60000		0.09000	-	0.09000	0.51000
	Total e) 1 to 6		-	18.92872		24.20777	

		47.33000			5.27905		23.12223
i(d)	Education						
1	Grants given to Units/Institute/Org	-		0	0	0	0
2	Subsidies given to Inst./Scientific	-		0	0	0	0
3	Human Resources Development (HRD)	0.75000		0.00000	0.03612	0.03612	0.71388
4	Seminar /Conference	0.75000					0.75000
5	Reserve Fund	-		0.00000	0	0.00000	0
	Sub Total	1.50000		-	0.03612	0.03612	1.46388
i(e)	Extension			0	0		
1	Direct to Consumers Projects	-		0	0	0	0
2	Ext. activities -VVK Demo Train, etc.	-		0	0	0	0
	a. Normal	3.00000		0.76255	-	0.76255	2.23745
	b.VVK	6.00000		0.29250	2.20571	2.49821	3.50179
3	Advertisement & Publicity	1.00000		0.08890	0.20000	0.28890	0.71110
4	Printing & Publication	2.00000		-	-	-	2.00000
	sub Total	12.00000	0.00000	1.14395	2.40571	3.54966	8.45034
	GRAND TOTAL B OTHER THAN SALARY	135.83000	72.98625	40.13718	13.41396	53.55114	82.27886
	SUB-COMPONENT - CREATION OF 'CAPITAL ASSETS'						
I	Expenditure on Fixed Asset & Capital Assets						
	Grant B/F	-		0.00776			
	Grant received from ICFRE			7.00000			
1	Scientific Equipment	0.55000		-	-	-	0.55000
2	Scientific Equipmnt (other than project)						
3	Office Equipment	5.00000		2.94534	-	2.94534	2.05466
4	IT Equipments	4.00000		3.33400	-	3.33400	0.66600
5	Furnitures	-		-	-	-	-
6	Books and Journal	1.00000		-	-	-	1.00000
7	Vehicles	-		0	0	0	0
8	Building	-		-	-	-	-
9	Tubewell & water supply	2.00000		0	0	0	2.00000
10	Road						
11	Land	-		0	0	0	0
	Total	12.55000	7.00776	6.27934	-	6.27934	6.27066

		904.21 000	600.27509	414.31208	74.26771	488.57979	415.63021
Grand Total							

(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

The information may be treated as nil.

(xiii) Particulars of recipients of concessions, permits or authorizations granted by it;

The information may be treated as nil.

(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form.

PIMS and PMS are being updated regularly.

(xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

Institute library remain open from 09.00 A.M. to 05.30 PM. on every working day .

(xvi) The names, designations and other particulars of the Public Information Officers:

Smt. Savita Kumari Banyal, Chief Technical Officer has been nominated as Public Information Officer of this Institute.

(xvii) Such other information as may be prescribed and thereafter update these publications every year;

Other information, if any, in connection with RTI act are being intimated to PIO for updation.

Indian Council of Forestry Research and Education (ICFRE) P.O. New forest Dehradun 248006 and Research Institute under it.

Name of the Institute	Appellate authority	Public Information Officer	Subject matter allocated
Himalayan Forest Research Institute, Conifer Campus, Panthaghati, Shimla 171009 (HP)	Dr. S. S. Samant, Director HFRI Phone:0177-2626778 (O) 0177 2626779 (Fax) 0177 2624392 (Res.)	Smt. Savita Kumari Banyal, Chief Technical Officer, HFRI Shimla Phone:0177-2626129 (O) 0177 2626779 (Fax)	All matter related to HFRI Shimla

c) publish all relevant facts while formulating important policies or

announcing the decisions which affect public;

updated regularly on website.

d) provide reasons for its administrative or quasi-judicial

