

**HIMALAYAN FOREST RESEARCH INSTITUTE, CONIFER CAMPUS,  
PANTHAGHATI, SHIMLA-171013 (H.P.)**

**1. 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 Lanabanka, 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 & Van Vigyaan Kendras 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 cum VVK, Bruhandhar, District Kullu
4. Model Nursery, Baragaon, Shimla
5. Field Research Station, Bir Plasi, Nalagarh, District Solan
6. Research Station, Shilly, District Solan
7. Van Vigyaan Kendra, Longni, Dharampur, Mandi

#### **B] Jammu & Kashmir:**

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

## **2. The powers and duties of its officers and employees: 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. Dr. Sandeep Sharma, Scientist-G, GCR**

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

### **3. Dr. Raj Kumar Verma, Sci- G, Head Of Office & Head F&S**

He is looking after the overall supervision of Establishment and office matters. He is assisted by Sh. Rakesh Kumar, Section Officer (i/c) & Sh. Guler Singh, UDC in Establishment matters and General Correspondence. He is holding the Charge of Head of Facilities and Services Division which includes Head of IT, Library and Rest House. One UDC (Sh. Ramanjeet), one Forester (Sh. Murat Singh Negi) and one Ranger (Sh. Kartar Singh) is assisting him in his works.

### **4. Sh. Ashwani Tapwal, Scientist F**

He is holding the Charge of Record Officer. He is assisted by one Senior Technician Sh. Vipin Kumar and one MTS Sh. Sudesh Kumar for work pertaining to record management.

### **5. Ms. Swaran Lata, Scientist D**

She is holding the Charge of Procurement Section. She is assisted by one UDC Sh. Ramanjeet for work pertaining to procurement.

### **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. Three Assistants (Sh. Badri Sain Negi, Smt. Sunita Narwal & Sh. Uma Shanker), Two UDCs Sh. Rohit Kumar and Sh. Ramanjeet are assisting in the works pertaining to Hindi cell, Legal and Account Section.

### **7. Ms. Shilpa, Chief Technical Officer**

She is holding the charge of Public Information Officer (PIO) of the Institute. She is assisted by one UDC Sh. Guler Singh to deal with the RTIs. She is working as Officer in-charge Library and assisted by one Library Information Assistant Smt. Santosh Jamalta for the works pertaining to the Library.

**8. Sh. Akhil Sharma, Chief Technical Officer**

He is working as Store Officer. He is assisted by Smt. Krishna Lalhal, Assistant and UDC Sh. Raman Jeet.

**9. Sh. Dinesh Dhiman, Private Secretary**

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

**10. Sh. Rakesh Kumar, Section Officer (i/c)**

He is In-charge of Establishment and Accounts and all the files of said sections routed through him.

**11. Sh. Kartar Singh, Forest Range Officer**

He is working as Estate Officer, Security Officer and Vehicle Officer of the institute.

**B) Research Activities**

Dr. Sandeep 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. Ranjeet Kumar, Scientist-E is the Head of this Division. In this division, there is a Scientist of the rank of Scientist-G (Dr. R.K. Verma) and one scientist of the rank of Scientist-E (Dr. Vaneet Jishtu), one Chief Technical Officer (Ms. Shilpa), one Senior Technical Officer (Sh. Dushyant Kumar), One Senior Technician (Sh. Shyam Sunder), one Technician Sh. Arun Kaushal 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 two scientists of the rank of Scientist-D (Sh. Pitamber Singh Negi and Dr. Swaran Lata), one Chief Technical Officer (Dr. Ashwani Kumar), one Senior Technical Officer (Sh. Jawala Prashad), one Technical Officer (Sh. Kuldes Kumar), one Senior Technician (Smt. Drishti Sharma) and one Forest guard Smt. Sapna Thakur in the administrative and research works pertaining to the division.

**3. Forest Protection Division**

Dr. Pawan Kumar, Scientist-E is the Head of this Division. One Scientist-F (Dr. Ashwani Tapwal), one Chief Technical Officer (Sh. Akhil Sharma), one Technical Assistant (Ms. Neha Thakur) and one Senior Technician (Sh. Vipin Kumar) in the administrative and research works pertaining to the division.

#### **4. Genetics and Tree Improvement Division**

Dr. Sandeep Sharma, Scientist-G is the Head of Genetics and Tree Improvement Division. He is being assisted by Sh. Praveen Rawat and Dr. Balkrishan Tiwari, Scientists, Sh. Vinod Dogra, Chief Technical Officer, Smt. Sonika Sharma, Sr. Technician and Sh. Manjeet Kumar, Technician in the administrative and research works pertaining to the division.

#### **5. Extension Division**

Sh. Jagdish Singh, Sci-F is the Head of the Division. He is assisted by Dr. Nilesh Yadav, Sci-E, one Chief Technical Officer Dr. Joginder Singh, One DCF Sh. Dinesh Pal, one Senior Technician Sh. Kulwant Rai Gulshan, one Senior Technician Sh. Rajender Pal and one Technician Sh. Swaraj Singh.

#### **6. Facilities and Services Division**

Dr. Raj Kumar Verma, Scientist-G is the Head of this Division which includes Library, IT, Estate, Vehicle and Store Sections. He is assisted by Sh. Akhil Kumar, CTO as Store In-charge, and Smt Shilpa CTO as Library In-charge. In Library Section, he is assisted by Smt. Santosh Jamalta Library information assistant, in IT section Sh. Vinay Chauhan, Technician and in Estate, Vehicle Section, Sh. Kartar Singh Forest Range Officer.

### **3. 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 & Accounts :

DCF has been given the charge of Drawing & Disbursing Officer while Section Officer (i/c) has been entrusted the supervision of files of Establishment. 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 (i/c). UDC/Assistant after proper scrutiny, are putting up the all dak/ correspondence to the Section Officer (i/c) and Drawing & Disbursing Officer, as the case may be, for checking at their level. The Section Officer (i/c) is putting the same to DDO or 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 Head, F&S 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. Ashwani Tapwal, 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**

<b>Contact Numbers of Himalayan Forest Research Institute, Shimla (HP)</b>					
<b>S.No.</b>	<b>Name of Officer</b>	<b>Direct No.</b>	<b>Intercom</b>	<b>Intercom</b>	<b>Mobile No.</b>
		<b>Office</b>	<b>Office</b>	<b>Residence</b>	
1	<a href="#">Dr. S.S. Samant, Director</a>	2626778	101	2624392, 152	98163-16318
2	Sh. Dinesh Dhiman, Pvt. Secy.	2626778	122	-	94188-62341
3	Dr. Sandeep Sharma, GCR	-	119		94181-29759
4	Dr. R.K. Verma, HOO	-	102		94181-89326
5	Dr. Sandeep Sharma	-	116		94181-29759
6	Sh. Jagdish Singh	-	106		94180-71421
7	Dr.Ranjeet Kumar	-	109		89883-78338
8	Dr.Ashwani Tapwal	-	114		94180-65960
9	Sh. Dinesh Paul, DCF		104		94184-85282
10	Sh. Neelesh Yadav		149		94113-85495
11	Dr.Pawan Kumar	-	108		94180-55916
12	Dr.Vaneet Jishtu,	-	112		94182-32954
13	Sh. P.S. Negi	-	105		94181-60802
14	Dr.SwaranLata,	-	107		94590-94815
15	Sh Balkrishna Tiwari		123		94502-13274
16	Sh Praveen Rawat		148		94589-69970
17	IT Cell		111		70187-01471
18	Visitor room		147		
19	Smt. Savita Banyal	-	120		70187-17417
20	Dr. Ashwani Kumar	-	139	-	94180-21880
21	Dr.Joginder Singh		143	-	80910-02464
22	Sh. Akhil Kumar		144		82191-76923
23	Sh. Vinod Kumar	-	141	-	98166-82006
24	Smt. Shilpa/ Sh. Dushyant Kumar		124		70187-99617
25	Sh. Jawala Prasad		142		98170-67501
26	Sh. Kuldesb Kumar	-	140		94183-42954
27	Sh. Rakesh Kashyap	-	126		94595-41003
28	Estate		125		82192-08760
29	Cashier		127		86288-91912
30	Store		134		94188-53157
31	Sh Guler Singh		128		94595-41003
32	Sh. Rohit Kumar/ Sh B. S. negi		130		82190-50967
33	Diary/ Dispatch		129		

<b>34</b>	Library		136		98162-14841
<b>35</b>	Sh. Kartar Singh, FRO	-	137	-	94180-57322
<b>36</b>	Extension Div. Room		117		98165-90718
<b>37</b>	SFM Lab		145		
<b>38</b>	GTI Lab		146		
<b>39</b>	FPD Lab	-	135	-	-
<b>40</b>	FE & CC	-	115	-	
<b>41</b>	Reception	-	100	-	
<b>42</b>	FGR Room		152		

(x) 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 (09/12/2021)					
Sr. No	Name of Posts	Sanctioned Strength	Name of officer/ official	Designation	Date of Retirement / Repatriation
1	Director	1	Dr. S. S. Samant	Director	
	C.F (Deputation)	1	-	C.F	Vacant
2	DCF (Deputation)	2	Sh. Dinesh Paul	Dy.C.F.	31-12-2023
3	Scientists	12	Dr. Sandeep Sharma	Scientist- G	31-07-2026
4			Dr. Raj Kumar Verma	Scientist- G	31-08-2026
5			Sh. Jagdish Singh	Scientist- F	31-10-2024
6			Dr. Ashwani Tapwal	Scientist- F	30-11-2034
7			Dr. Ranjeet Kumar	Scientist- E	30-09-2035
8			Dr. Pawan Kumar	Scientist- E	30-09-2035
9			Dr. Vaneet Jishtu	Scientist- E	30-09-2025

10			Dr. Neelesh Yadav	Scientist- E	30-07-2034
11			Sh. Pitamber S. Negi	Scientist- D	31-12-2030
12			Dr. Swaran Lata	Scientist- D	31-01-2046
13			Dr. Balkrishan Tiwari	Scientist- B	31-10-2047
14			Sh. Parvin Rawat	Scientist- B	30-09-2052
15	Technical Category- III (CTO) and Technical Category- II (Technical Assistants)	07	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 Banyal	CTO	30-06-2043
19			Dr. Ashwani Kumar	CTO	31-07-2042
20			Smt. Shilpa	CTO	31-07-2043
21			Sh. Kuldesk Kumar	TO	31-03-2049
22			Ms. Neha Thakur	TA	31-08-2055
23	Technical Category-I (Technicians) Lab/ Maintenance	17	Sh. Dushyant Kumar	STO	31-03-2036
24			Sh. Jawala Prasad	STO	31-10-2039
25			Smt. Drishti Sharma	Sr. Tech.	30-04-2046
26			Smt. Sonika Sharma	Sr. Tech.	31-12-2046
27			Sh Kulwant Rai	Sr. Tech.	31-12-2046
28			Sh. Vipin Kumar	Sr. Tech.	30-09-2053
29			Sh. Shyam Sunder	Sr. Tech.	30-04-2045
30			Sh. Rajender Pal	Sr. Tech.	30-06-2040
31			Sh. Manjeet Kumar	Technician	31-03-2055
32			Sh. Vinay Chauhan	Technician	31-07-2053
33			Sh. Manoj Kumar	Technician	31-07-2047

34			Sh. Arun Kaushal	Technician	31-07-2049
35			Sh. Swaraj Singh	Technician	30-06-2047
36			Sh. Jiya Lal	Technician	30-11-2047
37			Sh. Umesh Kumar	Elect. (Tech)	30-11-2055
38			Sh. Vikas Kumar	Plumb. (Tech)	31-05-2057
39	FRO	2	Sh. Kartar Singh	FRO	30-04-2023
40			Sh. Rakesh Sharma	FRO	31-08-2026
41	Private Secretary	1	Sh. Dinesh Dhiman	PS	30-11-2019
42	Sect.Officer (i/c)	1	Sh. Rakesh Kumar	Asstt/ SO (i/c)	31-03-2027
43	Assistant	5	Sh. Badri Sain Negi	Assistant	31-01-2029
44			Smt. Sunita Narwal	Assistant	31-08-2035
45			Smt Krishna Lalhal	Assistant	31-10-2023
46			Sh. Uma Shanker	Assistant	31-03-2023
47	Steno-Gr-I	2	Smt. Narvada Pal	Steno-Gr-I	31-07-2034
48	UDC	5	Sh. Guler Singh	UDC	31-05-2049
49			Sh. Rohit Kumar	UDC	30-11-2048
50			Sh. Raman Jeet	UDC	31-05-2034
	LDC	5	-	-	-
51	Driver	3	Sh. Raj Kumar	Driver	31-01-2032
52			Sh. Bishan Singh	Driver	30-04-2052
53			Sh. Kuldeep Kumar	Driver	31-12-2051
54	Lib.Infor Asstt	1	Smt Santosh Jamalta	LIA	31-03-2042
55	Dy Ranger	4	Sh. Narender Sen	Dy Ranger	31-10-2027
56			Sh. Ramesh Chand	Dy Ranger	31-07-2027
57			Sh. Sant Ram	Forester	28-02-2027
58	Forester	8	Sh. Diwan Singh	Forester	31-05-2028
59			Sh. Mohinder Singh	Forester	31-12-2024
60			Sh. Murat Singh	Forester	30-09-2029
61			Sh. Sachin Chauhan	Forester	31-10-2040
62			Sh. Ajay Thakur	Forester	30-10-2052
63			Sh. Sunil Sharma	Forester	31-07-2053
64			Sh. Pradeep Kumar	Forester	31-01-2055
65	Forest Guard	10	Sh Virender Kumar	Forest Guard	30-06-2050
66			Sh. Susheel	Forest Guard	28-02-2057
67			Smt. Sapna Thakur	Forest Guard	31-03-2054
68			Sh. Manesh Kumar	Forest Guard	30-04-2056
69			Sh. Lokesh	Forest Guard	30-04-2058
70			Sh. Ugrasain	Forest Guard	31-01-2057
71			Sh. Ankush Kumar	Forest Guard	31-08-2053
72			Sh. Vikas Kumar	Forest Guard	28-02-2051
73			Sh. Ashish Ranjan	Forest Guard	31-12-2056
74			Sh. Subham Malvia	Forest Guard	31-03-2056
75	MTS/ MTS(SK)	17	Sh. Rakesh Kumar	MTS	31-05-2024
76			Sh. Roop Lal	MTS	28-02-2029
77			Sh. Vinod Kumar	MTS	31-03-2028
78			Sh. Dharam Singh	MTS	30-06-2029
79			Sh. Sanjeev Kumar	MTS	31-12-2048
80			Sh. Sudesh Kumar	MTS	30-04-2048

81			Sh. Narender Kumar	MTS	30-04-2051
82			Sh. Ashok Kumar	MTS (SK)	31-01-2025
83			Sh. Chaman Lal	MTS (SK)	31-12-2054
84			Sh. Anil Kumar	MTS	31-08-2040
85			Sh. Ram Krishan	MTS	31-03-2041
86			Sh. Karam Singh	MTS	31-03-2032
87			Sh. Sahil	MTS	31-01-2058
88			Sh. Rohtash	MTS	30-06-2057

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

Men in Position as on date (09/12/2021)					
Sr. No	Name of Posts	Sanctioned Strength	Name of officer/ official	Designation	Basic Pay
1	Director	1	Dr. S. S. Samant	Director	211800
2	DCF (Deputation)	2	Sh. Dinesh Paul	Dy.C.F.	78500
3	Scientists	12	Dr. Sandeep Sharma	Scientist- G	199600
4			Dr. Raj Kumar Verma	Scientist- G	199600
5			Sh. Jagdish Singh	Scientist- F	171100
6			Dr. Ashwani Tapwal	Scientist- F	142700
7			Dr. Ranjeet Kumar	Scientist- E	142700
8			Dr. Pawan Kumar	Scientist- E	134500
9			Dr. Vaneet Jishtu	Scientist- E	123100

10	Technical Category- III (CTO) and Technical Category- II (Technical Assistants)	07	Dr. Neelesh Yadav	Scientist- E	126800
11			Sh. Pitamber S. Negi	Scientist- D	88700
12			Dr. Swaran Lata	Scientist- D	81200
13			Dr. Balkrishan Tiwari	Scientist- B	57800
14			Sh. Parveen Rawat	Scientist- B	57800
15			Dr Joginder Singh	CTO	86100
16			Sh. Akhil Kumar	CTO	86100
17			Sh. Vinod Kumar	CTO	86100
18			Smt. Savita Kumari Banyal	CTO	86100
19			Dr. Ashwani Kumar	CTO	83600
20			Smt. Shilpa	CTO	83600
21			Sh. Kuldesk Kumar	TO	47600
22			Ms. Neha Thakur	TA	29200
23			Technical Category-I (Technicians) Lab/ Maintenance	17	Sh. Dushyant Kumar
24	Sh. Jawala Prasad	STO			57800
25	Smt Drishti Sharma	Sr. Tech.			28700
26	Smt. Sonika Sharma	Sr. Tech.			28700
27	Sh. Kulwant Rai	Sr. Tech.			28700
28	Sh. Vipin Kumar	Sr. Tech.			28700
29	Sh. Shyam Sunder	Sr. Tech.			28700
30	Sh. Rajender Pal	Sr. Tech.			33300
31	Sh. Manjeet Kumar	Technician			23100
32	Sh. Vinay Chauhan	Technician			23100
33	Sh. Manoj Kumar	Technician			23800
34	Sh. Arun Kaushal	Technician			23800
35	Sh. Swaraj Singh	Technician			23800
36	Sh. Jiya Lal	Technician			23800
37	Sh. Umesh Kumar	Elect. (Tech)			20500

38			Sh. Vikas Kumar	Plumb. (Tech)	20500
39	FRO	2	Sh. Kartar Singh	FRO	50500
40			Sh. Rakesh Sharma	FRO	44900
41	Private Secretary	1	Sh. Dinesh Dhiman	PS	64100
42	Sect.Officer (i/c)	1	Sh. Rakesh Kumar	Asstt/ SO (i/c)	55200
43	Assistant	5	Sh. Badri Sain Negi	Assistant	55200
44			Smt. Sunita Narwal	Assistant	41100
45			Smt Krishna Lalhal	Assistant	41100
46			Sh. Uma Shanker	Assistant	41100
47	Steno-Gr-I	2	Smt. Narvada Pal	Steno-Gr-I	55200
48	UDC	5	Sh. Guler Singh	UDC	25500
49			Sh. Rohit Kumar	UDC	25500
50			Sh. Raman Jeet	UDC	32300
51	Driver	3	Sh. Raj Kumar	Driver	44100
52			Sh. Bishan Singh	Driver	21100
53			Sh. Kuldeep Kumar	Driver	21100
54	Lib.Infor Asstt	1	Smt Santosh Jamalta	LIA	53600
55	Dy Ranger	4	Sh. Narender Sen	Dy Ranger	44900
56			Sh. Ramesh Chand	Dy Ranger	44900
57			Sh. Sant Ram	Forester	37600
58	Forester	8	Sh. Diwan Singh	Forester	38100
59			Sh. Mohinder Singh	Forester	38100
60			Sh. Murat Singh	Forester	38100
61			Sh. Sachin Chauhan	Forester	31400
62			Sh. Ajay Thakur	Forester	27100
63			Sh. Sunil Sharma	Forester	27100
64			Sh. Pradeep Kumar	Forester	27100
65	Forest Guard	10	Sh Virender Kumar	Forest Guard	23100
66			Sh. Susheel	Forest Guard	21100
67			Smt. Sapna Thakur	Forest Guard	21100
68			Sh. Manesh Kumar	Forest Guard	21100
69			Sh. Lokesh	Forest Guard	21100
70			Sh. Ugrasain	Forest Guard	19900
71			Sh. Ankush Kumar	Forest Guard	19900
72			Sh. Vikas Kumar	Forest Guard	19900
73			Sh. Ashish Ranjan	Forest Guard	19900
74			Sh. Subham Malvia	Forest Guard	19900
75	MTS/ MTS(SK)	17	Sh. Rakesh Kumar	MTS	41100
76			Sh. Roop Lal	MTS	38600
77			Sh. Vinod Kumar	MTS	38600
78			Sh. Dharam Singh	MTS	38600
79			Sh. Sanjeev Kumar	MTS	22800
80			Sh. Sudesh Kumar	MTS	22800
81			Sh. Narender Kumar	MTS	19100
82			Sh. Ashok Kumar	MTS (SK)	41000
83			Sh. Chaman Lal	MTS (SK)	19100
84			Sh. Anil Kumar	MTS	18500

85			Sh. Ram Krishan	MTS	18500
86			Sh. Karam Singh	MTS	18500
87			Sh. Sahil	MTS	18500
88			Sh. Rohtash	MTS	18500



**(xii) 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 November, 2021 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 2021-22	Grant received till date	Expenditure up to last month	Expenditure for Nov., 2021	Progressive up to Nov, 2021	Bal. at the end of month
	<b>SUB-COMPONENT" SALARIES"</b>						
	<b>GRANT B/F</b>		<b>62.39834</b>				
	<b>Grant received from ICFRE</b>		<b>70.00</b>				
			<b>65.00</b>				
			<b>65.00</b>				
			<b>66.00</b>				
			<b>122.47</b>				
			<b>210.00</b>				
<b>i(a)</b>	<b>Establishment Exp. Research</b>						
1	Salary & Allowances	660.00		393.15705	48.44306	441.60011	218.39989
2	OTA	-		-	-	-	-
3	Medical	5.25		1.99910	0.41442	2.41352	2.83648
4	10% pension Cont.of ICFRE Emp	20.00		10.77244	1.40486	12.17730	7.82270
5	Others (Specify)			-	-	-	-
	i) Honorarium	-		-	-	-	-
	ii) LTC	5.00		0.04286		0.04286	4.95714
	iii) New Pension Scheme	-		-	6.82166	6.82166	-6.82166
	iv) Any other	-		-	-	-	-
	<b>Sub Total</b>	<b>690.25</b>		<b>405.97145</b>	<b>57.08400</b>	<b>463.05545</b>	<b>227.19455</b>
<b>i(a)</b>	<b>Establishment Exp. Non- Res.</b>						
1	Salary & Allowances	199.00		117.01607	13.59911	130.61518	68.38482
2	OTA	-		-	-	0	0
3	Medical	5.65		1.02240	0.31404	1.33644	1.31356

4	10% pension Cont.of ICFRE Emp.	5.10		3.37099	0.44295	3.81394	1.28606
5	Others (Specify)						0
	i) Honorarium	-		-	-	0	0
	ii) LTC	3.00					3.00
	iii) New Pension Scheme			0	2.23962	2.23962	-2
	iv) Any other			0	0	0	0
	<b>Sub Total</b>	<b>209.75</b>		<b>121.40946</b>	<b>16.59572</b>	<b>138.00518</b>	<b>71.74482</b>
	<b>Total Plan Salary (a+b)</b>	<b>900.00</b>	<b>660.87</b>	<b>527.38091</b>	<b>73.67972</b>	<b>601.06063</b>	<b>298.93937</b>
	<b>SUB-COMPONENT"GENERAL"</b>						
		<b>Grant B/F</b>	<b>0.08</b>				
		<b>Grant received from ICFRE</b>	<b>22.0</b>				
			<b>16.02</b>				
			<b>35.00</b>				
			<b>41.00</b>				
<b>i(b)</b>	<b>Adminstrative Expenses</b>						
<b>A</b>	<b>Infrastructure</b>						
a	Rent & taxes	-		-	-	-	-
b)	Electricity charges/water charges	15.00		12,78145	2.71363	15.49508	-0.49508
c)	Veh. Running expenses (Fuel))	2.00		0.90609	0.20000	1.10609	<b>0.89391</b>
d)	Insurance	0.70		0.44464	-	0.44464	0.25536
	<b>Sub-Total (A)</b>	<b>17.70</b>		<b>14.13218</b>	<b>2.91363</b>	<b>17.04581</b>	<b>0.65419</b>
<b>B</b>	<b>Repair &amp; Maintenance of Infra. of Assets</b>						
a	Road & Buildings ( <b>Minor works</b> )	20.00		8.44360	3.95485	12.39845	7.60155
b)	Plants & Machinery ( <b>Sci-Equip</b> )	2.00		-	-	-	2.00000
c)	Furniture & Fixtures	0.50		-	-	-	0.50000
d)	Vehicles ( <b>Repair</b> )	3.00		2.22434	0.37429	2.59863	0.40137
e)	Office / IT Equipment	3.00		0.95750	0.06863	1.02613	1.97387
f)	Others (Reserve Fund)	-		-	-	0	0
	<b>Sub-Total B</b>	<b>28.50</b>		<b>11.6254</b>	<b>4.39777</b>	<b>16.02321</b>	<b>12.47679</b>
<b>C</b>	<b>Communication</b>						
a	Postage & Telephone	1.80		0.91874	0.33118	1.24992	0.55008
	<b>Sub-Total C)</b>	<b>1.80</b>		<b>0.91874</b>	<b>0.33118</b>	<b>1.24992</b>	<b>0.55008</b>
<b>D</b>	<b>Others</b>						
a	News Papers & Periodicals	1.80		0.53555	0.00626	0.54181	1.25819
b	Stationery	1.40		0.31109	-	0.31109	1.08891

c	Travel & Conveynce <b>(N.Res) TE</b>	2.00		1.91273	1.70167	3.61440	-1.61440
d	Legal & Professional Charges	1.00		0.45900	0.10620	0.56520	0.43480
e)	Auditor's Renumeration	0.80		0.23600	0.20004	0.43604	0.36396
f)	Hospitality Expenses	-		0			
g	Medicines & Medical Consumable	-		0	0	0	0
h	Liveries	-		-	-	0.00000	0.00000
i	Contingency	30.00		9.35777	1.96916	11.32693	18.67307
j	others	-				0	
	<b>Sub-Total D</b>	<b>37.00</b>		<b>12.81214</b>	<b>3.98333</b>	<b>16.79547</b>	<b>20.20453</b>
	<b>Grand Total (a)+(b)+(c)+(d)</b>	<b>85.00</b>		<b>39.48850</b>	<b>11.62591</b>	<b>51.11441</b>	<b>33.88559</b>
i(c)	<b>Research Expenses</b>						
1	Travel & Conveynce <b>(Res) TE</b>	7.73		5.12410	1.60999	6.73409	0.99591
	<b>Sub Total</b>	7.73		5.12410	1.60999	6.73409	0.99591
2	<b>other consumables (M&amp;S)</b>	4.30		2.46257	0.49292	2.95549	1.34451
	<b>Sub Total</b>	4.30		2.46257	0.49292	2.95549	1.34451
3	<b>other Res. Expenditure (FRE)</b>	10.67		2.61021	1.62826	4.23847	6.43153
	<b>Sub Total</b>	10.67		2.61021	1.62826	4.23847	6.43153
4	<b>Fellowship</b>	37.87		19.27146	6.60845	<b>25.87991</b>	<b>11.99009</b>
	<b>Sub Total</b>	37.87		19.27146	6.60845	<b>25.87991</b>	<b>11.99009</b>
5	<b>Main. Of equipment</b>						
	<b>sub Total</b>						
6	<b>Other (RAG/RPC meetings)</b>	1.50		1.01050	-	1.01050	0.48950
	<b>Sub Total</b>	1.50		1.01050	-	1.01050	0.48950
	<b>Total e) 1 to 6</b>	62.07	-	<b>30.47884</b>	10.33962	<b>40.81846</b>	21.25154
i(d)	<b>Education</b>						
1	Grants given to Units/Institute/Or g	-		0	0	0	0
2	Subsidies given to Inst./Scientific	-		0	0	0	0
3	Human Resources Development <b>(HRD)</b>						
4	Seminar /Conference						
5	Reserve Fund						
	<b>Sub Total</b>						
i(e)	<b>Extension</b>			0	0		
1	Direct to Consumers Projects	-		0	0	0	0

2	Ext. activities -VVK Demo Train, etc.	-		0	0	0	0
	a. Normal	2.00		1.49902	0.17436	1.67338	0.32662
	b.VVK	2.00		1.33024	0.30720	1.63744	0.36256
3	Advertisement & Publicity						
4	Printing & Publication	1.00		-	-	-	1.00
	<b>sub Total</b>	<b>5.00</b>		<b>2.82926</b>	<b>0.48156</b>	<b>3.31082</b>	<b>1.68918</b>
<b>GRAND TOTAL B OTHER THAN SALARY</b>		<b>152.07</b>	<b>114.10</b>	<b>72.79660</b>	<b>22.44709</b>	<b>95.24369</b>	<b>56.82631</b>
<b>SUB-COMPONENT - CREATION OF 'CAPITAL ASSETS'</b>							
I	<b>Expenditure on Fixed Asset &amp; Capital Assets</b>						
I	<b>Grant B/F</b>	-	<b>0.001</b>				
	<b>Grant received from ICFRE</b>		<b>2.00</b>				
			<b>2.00</b>				
1	Scientific Equipment						
2	Scientific Equipmnt (other than project)						
3	Office Equipment	1.00					1.00
4	IT Equipments	2.00		0.90496	1.14850	2.05346	(0.05346)
5	Furnitures	1.00		0.97500-	-	0.97500	0.02500
6	Books and Journal			0.08775	-	0.08775	(0.08775)
7	Vehicles	-		0	0	0	0
8	Building	-		-	-	-	-
9	Tubewell & water supply						
10	Road						
11	Land	-		0	0	0	0
	<b>Total</b>	<b>4.00</b>	<b>4.001</b>	<b>1.96771</b>	<b>1.14850</b>	<b>3.11621</b>	<b>0.88379</b>
	<b>Grand Total</b>	<b>904.21000</b>	<b>600.27509</b>	<b>414.31208</b>	<b>74.26771</b>	<b>488.57979</b>	<b>415.63021</b>

**(xiii) 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.

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

The information may be treated as nil.

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

PIMS and PFMS are being updated regularly.

**(xvi) 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 .

**(xvii) a) The names, designations and other particulars of the Public Information Officers:**

Smt. Shilpa, Chief Technical Officer has been nominated as Public Information Officer of this Institute.

<b>Name of the Institute</b>	<b>I<sup>st</sup> Appellate authority</b>	<b>Public Information Officer</b>	<b>Subject matter allocated</b>
Himalayan Forest Research Institute, Conifer Campus, Panthaghati, Shimla 171013 (HP)	Dr. S. S. Samant, Director HFRI Phone:0177-2626778 (O) 01772816101 0177 2626779 (Fax) 0177 2624392 (Res.)	Smt. Shilpa, Chief Technical Officer, HFRI Shimla Phone:0177-2816124 (O) 0177 2626779 (Fax)	All matter related to HFRI Shimla

**b) 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.

**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 -**

The information may be treated as nil.