

## IMPLEMENTATION OF RIGHT TO INFORMATION ACT, 2005 AT AFRI, JODHPUR

### Information provided under the Section 4(1) of the act.

#### 2. Sec.4(b)(ii): The powers and duties of officers and employees

##### ADMINISTRATIVE POSITIONS

S.No.	Key Post [Designation]	Duties
1.	<b>Director</b>	To exercise 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 possesses overall control of the Institute.
2.	<b>Group Coordinator (Research)</b>	Overall coordination of research activities through 5 research divisions and 3 Van Vigyan Kendras, conduction of Research Advisory Group meeting, Stake Holder's Meet, different monitoring and evaluation report compilation.
3.	<b>Facilities &amp; Services</b>	The F&S is the coordinator of the institutes general infrastructure facilities and the entire estate, beautification, maintenance of electricals, security and general housekeeping. The Vehicle section and the Library are also under his control.
4.	<b>Under Secretary</b>  <b>Section Officer</b>	The under secretary along with Section Officer is primarily responsible for running the establishment section that looks after all the maintenance of records Of all the Personnel, their employment related matters from recruitment, promotions, retirement, and all related service matters.  The Main Store section and the Hindi Section with

		one Hindi officer and a translator works under the U/secy.
5.	<b>Drawing and Disbursing Officer</b>	The accounts section is headed by the D.D.O. whose duty is to look after the salary & allowances of personnel and budgetary provisions under Plan and non-plan fund as per the GOI rules/ ICFRE Compendium
6.	<b>Purchase Officer</b>	The purchase officer is responsible to coordinate the purchase and procurement of items related to institutes functioning as well as execution of various works by following the prescribed purchase procedures including e-procurement as per the GOI rules/ ICFRE Compendium
7.	<b>Librarian</b>	To maintain the library of books and journals, maintain the membership records, book accession records, and execute issue of books to members, initiation of new book procurement, updation and maintenance of all library records.

## RESEARCH POSITIONS

S.No.	POST	DUTIES
1.	<p>Head of Division (HOD) / In-Charge Section/Cell</p> <p>Currently there are five research divisions as described in section 4(b) (i) above. The HOD are as follows:</p> <ol style="list-style-type: none"> <li>1. Forest Ecology &amp; Climate Change Division</li> <li>2. Genetics and Tree Improvement Division</li> <li>3. Forest Protection Division</li> </ol>	<p>To carry out administrative duties as the head of the Research division with the primary responsibility to coordinate and ensure execution of research activities by scientists, research officers and staff of the division.</p>

	<p>4. Silviculture &amp; Forest Management Division</p> <p>5. Extension Division</p> <p>6. Information Technology Cell</p>	
2.	Extension Officer	The Head of the Extension division also acts as the extension officer with the responsibilities of ensuring extension of research to the masses, through organization of various training programmes for the stakeholders, ensuring participation of the institution in various farmer fairs, exhibitions etc, maintenance of the interpretation center of the institute, publication of pamphlets, brochures, periodicals (AFRI Darpan) etc.
3.	<p>Scientists</p> <p><a href="#">(Link to Directory on Institute website)</a></p>	To carry out research activities under the mandate of the institute in order to address the relevant research priorities and goals. To prepare new research projects and explore funding opportunities. To train and supervise the Ph.D. research of candidates under them. Development of technologies, publication of research and dissemination of research findings. To work as per the ICFRE Compendium
4.	<p>Chief Technical Officer</p> <p><a href="#">(Link to Directory on Institute website)</a></p>	To carry out research activities under the mandate of the institute in order to address the relevant research priorities and goals in consultations with scientists.
5.	Assistant Chief Technical Officer	To assist in ongoing research activities of the institute, in coordination of the concerned Divisional Heads and scientists.
6.	Senior Technical Officer	To assist in ongoing research activities of the institute

		(lab and field works), as assigned by Divisional Heads and Scientists
7.	Technical Officer	To assist in ongoing research activities of the institute (lab and field works), as assigned by Divisional Heads and Scientists
8.	Senior Technician & Technician	To assist in ongoing research activities of the institute (lab and field works), as assigned by Divisional Heads, Scientists, CTO's, ACTO's, STO's & TO's as well as other day to day divisional activities.
9.	Assistant (Ministerial)	To assist the concerned section officer/controlling officer in divisional/section works
10.	UDC	To assist the concerned section officer/controlling officer in divisional/section works
11.	LDC	To assist the concerned section officer/controlling officer and assistant in divisional/section works
12.	Multitasking Staff (MTS)	To ensure assistance in all assigned works in the concerned division/section
13.	Forester	To support Senior officers in execution of estate the institute in all respect & plantation sites.
14.	Forest Gaurd	To support Senior officers in execution of estate the institute in all respect & plantation sites.