

1. **Name of the Division:** **Library & IT Cell**
Himalayan Forest Research Institute,
Shimla, HP
2. **Head of Division:** **Sh. M Raj Kumar, IFS**

Indian Council of Forestry Research & Education (ICFRE) being a research organization, the Information Technology (IT) policy shall have main thrust on communication and dissemination of information to facilitate and promote research and communication of technologies; forestry education, and forestry extension.

3. **Objectives of IT Cell:**

As per the instruction of the ICFRE Headquarters, an IT Cell has been created in all the Institute/ Centres of ICFRE under the Directors/ Heads. This Cell at HFRI is headed by a Nodal Officer known as Head, I.T. Cell assisted by Research Assistant Grade-I, who is looking after data security, general maintenance of computers and other machines. Himalayan Forest Research Institute, Shimla is facilitating the Institute and its employees by providing Computers, Printers and UPS including time to time maintenance of the above machines. The Institute is well connected with Local Area Network (LAN) and providing internet facilities to all its employees. At present this Institute has the following machines:

1. Computers: 36
2. UPS: 36
3. Printers: 31
4. Scanners: 2

Human Resource: Sh. M. Rajkumar, DCF (Head)
Sh. Prakash Chand Research Assistant Grade I

Library:

This IT Cell is also looking after the library. The library section is headed by an Officer-in-Charge (Library) assisted by a Research Assistant and a Lower Division Clerk. The Institute has a collection of 2800 books related to forestry, forestry research and other important subjects and also has a collection of about 50 National and International journals related to the *forestry* and *forestry research*.

This Cell is also looking after the Conference Hall. The Institute has a well equipped Conference Hall with the seating capacity of 60 persons. The Conference Hall is duly connected with public addressing system, OHP and LCD Projector.