

ICFRE - Himalayan Forest Research Institute, Conifer Campus, Panthaghati, Shimla-171013, Himachal Pradesh

i) Particulars of Organization, Functions and Duties:

ICFRE-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 and Ladakh Union Territories, established **Van Vigyan Kendra (VVKs)** at Brundhar, Manali, District Kullu,

Himachal Pradesh, Longani, Dharampur, District Mandi, Himachal Pradesh, Badami Bag, Leh, Ladakh and Janipur, Jammu, Jammu & Kashmir 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 Badagoan Shimla, (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. 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. Field Research Station, Shivdhwala cum VVK, Longni, Dharampur, District Mandi

B] Jammu & Kashmir:

Field Research Station, Nagbani, cum VVK, Janipur, Jammu

C] Ladakh:

Field Research Station-cum-VVK, Badami Bag, Leh

D] Demo/ Model Village, Baragoan, Shimla, Himachal Pradesh

(ii) Duties of Officers and Officials:

A] Administrative Activities:

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

i. Dr. Manisha Thapliyal, Director

She 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.

ii. Dr. Sandeep Sharma, Scientist-G & Group Coordinator Research (GCR) and Vigilance Officer

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 LDC (Shri. Pankaj Verma). He is also working as **Vigilance Officer** of the Institute.

iii. Dr. Raj Kumar Verma, Scientist- G, Head of Office & Head F&S

In addition to his duties, he is also designated as Head of Office and supervising the works of establishment section including human resource. He is assisted by Shri Rakesh Kumar, Section Officer & Sh. Rohit Kumar.

He is also holding the charge of Head - Facilities and Services. The Estate, Security, Vehicles, Guest House, Library Sections comes under the purview of Facilities & Services.

Shri Rakesh Sharma, Forest Range Officer has been assigned the duties of Estate, Security & Vehicle Officers, who is also assisted by Shri Sachin Chauhan, Deputy Ranger in the field and Smt. Parul Chaudhary, LDC in administrative works.

Smt. Santosh Jamalta is working as Librarian, who is responsible for looking after all the affairs of Library under the overall supervision of Head – Facilities & Services.

iv. Dr. Ashwani Tapwal, Scientist F

He is holding the Charge of Record Officer. He is assisted by Shri Sudesh Kumar, LDC for works pertaining to record room and record management.

v. Dr. Pawan Kumar, Scientist F

He is holding the charge of Public Information Officer (PIO). He is assisted by Shri Pankaj Verma, LDC to provide secretarial assistance.

vi. Sh. Pitamber S. Negi Scientist E

He has been assigned the duties of Drawing and Disbursing Officer. He is assisted by Smt. Sunita Narwal, Assistant, Shri Ramanjeet, UDC, Shri Ashutosh, LDC, Shri Manoj Kumar, Senior Technician and Shri Praveen Sahuta, MTS in the works pertaining to Account Section.

vii. Dr. Balkrishna Tiwari, Scientist C

He is holding the Charge of Procurement Section and Assistant Director - Rajbhasha. He is assisted by Shri Guler Singh, UDC for work pertaining to procurement and Smt. Sonika Sharma, Senior Technician for the works pertaining to Rajbhasha.

viii. Shri Dushyant Kumar, Senior Technical Officer

Shri Dushyant Kumar, Assistant Chief Technical Officer acts as Store Officer assisted by Shri Sudesh Kumar, LDC. He is also functioning as Liasoning Officer SC/ST and Member of Women Harassment Committee.

ix. Shri Dinesh Dhiman, Private Secretary

He is Private Secretary to the Director. Providing administrative support and secretarial assistance to the Director, HFRI in managing the official matters, such as - drafting of routine letters, Notes, MoUs, Circulars, Office Orders, etc.; reply of court cases, kept track on movement of files; scanning of rules & regulations applicable in the ICFRE/ Government of India and movement of files of the Director's office. Operating computers, e-office systems, email, and other digital tools. Managing Emails, telephone calls/ visitors and VIPs during their visit to the Institute. Managing the officer's daily schedule, appointments, and meetings, handled incoming and outgoing correspondence, maintained files, records, and official documents.

x. Shri Rakesh Kumar, Section Officer

He is In-charge of Establishment Section and all the files of this Sections are being routed through him.

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 assisted by Smt. Savita Baniyal, Chief Technical Officer and Shri Pankaj Kumar, LDC.

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

1. Forest Ecology and Climate Change Division

Dr. R.K. Verma, Scientist-G is the Head of this Division. He is assisted by a Scientist Dr. Ranjeet Kumar, Scientist-F and Dr. Joginder Chauhan, Chief Technical Officer Shri Dushyant, Assistant Chief Technical Officer, Shri Shyam Sunder Technical Assistant, Shri Arun Kaushal, Senior Technician, Shri Virender Kumar, Forester and Shri Manesh Kumar, Forest Guard posted at Field Research Station, Tabo, District Lahaul-Spiti, Himachal Pradesh in the research works pertaining to the division.

2. Silviculture and Forest Management Division

Dr. Swaran Lata, Scientist-E is the Head of this Division. Head of Division is being assisted by Shri Pitamber Singh Negi, Scientist-E, Dr. Ashwani Kumar, Chief Technical Officer, Shri Kuldesk Kumar, Senior Technical Officer and Smt. Drishti Sharma, Technical Assistant 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. One Scientist-F (Dr. Pawan Kumar), one Chief Technical Officer (Sh. Akhil Kumar), one Technical Assistant (Ms. Neha Thakur) and One Forest Range Officer (Sh. Ramesh Chand Kainthla, FRS Shillaru) and One Forest Guard (Sh. Ankush Kumar, FRS Shillaru) in the administrative and research works pertaining to the division.

4. Genetics and Tree Improvement Division

Dr. Mohd. Ibrahim, Scientist-E is the Head of Genetics & Tree Improvement Division. He is being assisted by Dr. Praveen Rawat and Dr. Balkrishna Tiwari, Scientists, Smt. Sonika Sharma, Technical Assistant, and Shri Jiya Lal, Senior Technician in the administrative and research works pertaining to the division.

5. Extension Division

Dr. Pawan Kumar, Scientist-F is the Head of the Division. He is assisted by Dr. Ranjana Negi, Scientist-E, Smt. Shilpa, Chief Technical Officer, Shri Kulwant Rai Gulshan and Rajender Pal, Technical Assistant and Shri Swaraj Singh, Senior Technician in the affairs of the Division.

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

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

Matters pertaining to Establishment & Accounts:

Shri Pitamber Singh Negi, Scientist-E, has been given the charge of Drawing & Disbursing Officer. Section Officer has been entrusted the supervision of files of Establishment Section. 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. UDC/Assistant 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 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, respectively.

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 Headquarters

(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 matter 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 PCCF'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

ICFRE – Himalayan Forest Research Institute, Shimla (H.P)

EPABX Intercom Line (Reception) 100 (Fax: 0177-2626779)					
Designation	Name	EPABX No.		Direct No.	
		Off.	Res.	Office	Resi.
Director	Dr. Manisha Thapliyal	101	-	2626778	9410505639*
Private Secretary	Sh. Dinesh Dhiman	122	-	2626778	9418862341*
GROUP COORDINATOR RESEARCH					
Scientist-G & GCR	Dr. Sandeep Sharma	119	-	2626801	9418129759*
Chief Technical Officer	Smt. Savita K. Baniyal	141	-	-	8988041205*
LDC	Sh. Pankaj Verma	119	-	-	7018316959*
EXTENSION DIVISION					
Scientist-F & Head	Dr. Pawan Kumar	108	-	-	9418055916*
Scientist-E	Dr. Ranjana Negi	106	-	-	-
Chief Technical Officer	Smt. Shilpa	124	-	-	8580657787*
Extension Division Room	-	117	-	-	-
FOREST ECOLOGY & CLIMATE CHANGE DIVISION					
Scientist-G & Head	Dr. R. K. Verma	102	-	-	9418189326*
Scientist-F	Dr. Ranjeet Kumar	109	-	-	8988378338*
Chief Technical Officer	Dr. Joginder Singh	123	-	-	7018454931*
ACTO	Sh. Dushyant Kumar	124	-	-	9816647383*
FE & CC Lab	-	115	-	-	-
FOREST PROTECTION DIVISION					
Scientist-F & Head	Dr. Ashwani Tapwal	114	-	-	9418065960*
Scientist-F	Dr. Pawan Kumar	108	-	-	9418055916*
Chief Technical Officer	Sh. Akhil Kumar	120	-	-	8219176923*
FPD Lab	-	135	-	-	-
SILVICULTURE & FOREST MANAGEMENT DIVISION					
Scientist-E & Head	Dr. Swaran Lata	107	-	-	9459094815*
Scientist-E	Sh. Pitamber Singh Negi	105	-	-	9418160802*
Chief Technical Officer	Dr. Ashwani Kumar	139	-	-	9418021880*
Sr. Technical Officer	Sh. Kuldesk Kumar	143	-	-	9418342954*
SFM Lab	-	145	-	-	-
GENETICS AND TREE IMPROVEMENT DIVISION					
Scientist-E & Head	Dr. Md. Ibrahim	148			9401804506*
Scientist-C & Asst. Director Rajbhasha	Dr. Balkrishna Tiwari	110	-	-	9794415395*
Scientist-C	Dr. Parvin Rawat	103	-	-	9458969970*
ACTO	Sh. Jawala Prasad	143	-	-	9817067501*

GTI Lab	-	146	-	-	-
HEAD OF OFFICE					
Head of Office	Dr. R. K. Verma	102	-	-	9418189326*
DDO	Shri P.S. Negi	105	-	-	9418160802*
SO (Establishment)	Sh. Rakesh Kashyap	126	-	-	9459541003*
Assistant (Accounts)	Smt. Sunita Narwal	130	-	-	9418528386*
UDC (Cashier)	Sh. Raman Jeet	127	-	-	9418853157
UDC (Accounts)	Sh. Manoj	132	-	-	
UDC (Establishment)	Sh. Rohit Kumar	128	-	-	9736275848*
FACILITIES AND SERVICES					
Head, Facility & Services	Dr. R. K. Verma	102	-	-	9418189326*
Estate & Vehicle Officer	Sh. Rakesh Sharma	137	-	-	9418733268*
Estate	Smt. Parul Chaudhary	125	-	-	70189-19657*
Store Officer	Sh. Dushyant Kumar	124	-	-	9816647383*
Scientist E & IT Incharge	Dr. Md. Ibrahim	148	-	-	9401804506*
OIC Library	Smt. Shilpa	124	-	-	8580657787*
PIO	Dr. Pawan Kumar	108	-	-	9418055916*
OIC, Guest House	Sh. Kuldesk Kumar	143	-	-	9418342954*
Procurement Officer	Dr. Balkrishna Tiwari	110	-	-	9794415395*
UDC (Proc. & Estate)	Sh. Guler Singh	134	-	-	8219208760*
Librarian	Smt. Santosh Chhajta	136	-	-	9816214841*
Technician (IT)	Sh. Vinay Chauhan	111	-	-	7018701471*

(ix) 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 (01/06/2026)							
Sr. No.	Name of Posts	Sanctioned Strength	Name of officer/ official	Designation	Date of Retirement / Repatriation		
1.	Director	1	Dr. Manisha Thapliyal	Director	30-09-2033		
2.	C.F (Deputation)	1	-	C.F	Vacant		
3.	DCF (Deputation)	2		Dy.C.F.	Vacant		
4.	Scientists	12	Dr. Sandeep Sharma	Scientist- G	31-07-2026		
5.			Dr. Raj Kumar Verma	Scientist- G	31-08-2026		
6.			Dr. Ashwani Tapwal	Scientist- F	30-11-2034		
7.			Dr. Ranjeet Kumar	Scientist- F	30-09-2035		
8.			Dr. Pawan Kumar	Scientist- F	30-09-2035		
9.			Dr. Mohd Ibrahim	Scientist- E	31-03-2041		
10.			Dr. Ranjana Kumari Negi	Scientist- E	30-06-2041		
11.			Sh. Pitamber S. Negi	Scientist- E	31-12-2030		
12.			Dr. Swaran Lata	Scientist- E	31-01-2046		
13.			Dr. Balkrishan Tiwari	Scientist- C	31-10-2047		
14.			Sh. Parvin Rawat	Scientist- C	30-09-2052		
15.			-	-	-	Vacant	
16.			Technical Category- III	8	Dr Joginder S. Chauhan	CTO	31-08-2039
17.					Sh. Akhil Kumar	CTO	31-07-2044
18.					Smt. Savita K. Banyal	CTO	30-06-2043
19.	Dr. Ashwani Kumar	CTO			31-07-2042		
20.	Smt. Shilpa	CTO			31-07-2043		
21.	Sh Dushyant	ACTO			31-03-2036		
22.	Sh. Jawala Prasad	ACTO			31-10-2039		
23.	Sh. Kuldesk Kumar	STO			31-03-2049		
24.	Technical Category-II (Technical Assistants)	6	Ms. Neha Thakur	TA	31-08-2055		
25.			Smt. Drishti Sharma	TA	30-04-2046		
26.			Smt. Sonika Sharma	TA	31-12-2046		
27.			Sh Kulwant Rai	TA	31-12-2046		
28.			Sh. Shyam Sunder	TA	30-04-2045		
29.			Sh. Rajender Pal	TA	30-06-2040		
30.	Technical Category-I (Technicians) Lab/ Maintenance	8	Sh. Manjeet Kumar	Sr. Technician	31-03-2055		
31.			Sh. Vinay Chauhan	Sr. Technician	31-07-2053		
32.			Sh. Manoj Kumar	Sr. Technician	31-07-2047		
33.			Sh. Arun Kaushal	Sr. Technician	31-07-2049		

34.			Sh. Jiya Lal	Sr. Technician	30-11-2047
35.			Sh. Swaraj Singh	Sr. Technician	30-06-2047
36.			Sh. Umesh Kumar	Elect. (Tech)	30-11-2055
37.			Sh. Vikas Kumar	Plumb. (Tech)	31-05-2057
38.	FRO	2	Sh. Rakesh Sharma	FRO	31-08-2026
39.			Ramesh Kainthla	FRO	31-07-2027
40.	Private Sect.	1	Sh. Dinesh Dhiman	PS	30-11-2029
41.	Section officer	1	Sh. Rakesh Kumar	SO	31-03-2027
42.	Assistant	5	Smt. Sunita Narwal	Assistant	31-08-2035
43.					Vacant
44.					Vacant
45.					Vacant
46.					Vacant
47.	Steno –Gr-I	1		Steno –Gr-I	Vacant
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
51.					Vacant
52.					Vacant
53.	LDC	5	Smt. Parul Choudhary	LDC	31-01-2056
54.			Sh. Pankaj Verma	LDC	31-01-2053
55.			Sh. Aashutosh Kumar	LDC	31-08-2056
56.			Sh. Sudesh Kumar	LDC	30-04-2048
57.				LDC	Vacant
58.	Driver	3	Sh. Bishan Singh	Driver	30-04-2052
59.			Sh. Kuldeep Kumar	Driver	31-12-2051
60.				Driver	Vacant
61.	Lib. Infor. Assisstant	1	Smt Santosh Jamalta	Librarian	31-03-2042
62.	Dy. Ranger	4	Sh. Sant Ram	Dy. Ranger	28-02-2027
63.			Sh. Diwan Singh	Dy. Ranger	31-05-2028
64.			Sh. Murat Singh	Dy. Ranger	30-09-2029
65.			Sh. Sachin Chauhan	Dy. Ranger	31-10-2040
66.	Forester	5	Sh. Ajay Thakur	Forester	30-10-2052
67.			Sh. Sunil Sharma	Forester	31-07-2053
68.			Sh. Pradeep Kumar	Forester	31-01-2055
69.			Sh Virender Kumar	Forester	30-06-2050
70.			-	-	Vacant
71.	Forest Guard	9	Sh. Susheel	Forest Guard	28-02-2057
72.			Smt. Sapna Thakur	Forest Guard	31-03-2054

73.			Sh. Manesh Kumar	Forest Guard	30-04-2056
74.			Sh. Lokesh	Forest Guard	30-04-2058
75.			Sh. Ugrasain	Forest Guard	31-01-2057
76.			Sh. Ankush Kumar	Forest Guard	31-08-2053
77.			Sh. Ashish Ranjan	Forest Guard	31-12-2056
78.			Sh. Subham Malvia	Forest Guard	31-03-2056
79.			-	-	Vacant
80.	MTS	17	Sh. Roop Lal	MTS	28-02-2029
81.			Sh. Vinod Kumar	MTS	31-03-2028
82.			Sh. Dharam Singh	MTS	30-06-2029
83.			Sh. Sanjeev Kumar	MTS	31-12-2048
84.			Sh. Chaman Lal	MTS (SK)	31-12-2054
85.			Sh. Anil Kumar	MTS	31-08-2040
86.			Sh. Ram Krishan	MTS	31-03-2041
87.			Sh. Karam Singh	MTS	31-03-2032
88.			Sh. Sahil	MTS	31-01-2058
89.			Sh. Rohtash	MTS	30-06-2057
90.			Sh. Ramesh	MTS	31-12-2058
91.			Sh. Praveen Kumar	MTS	28-02-2054
92.			Sh. Rishav Yadav	MTS	31-07-2054
93.			Miss Vidya Kumari	MTS	30-04-2058
94.			Sh. Madhav	MTS	30-11-2059
95.			Sh. Saurav Kumar	MTS	31-03-2058
96.			Miss Olivia Keisham	MTS	30-11-2060

(x) 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 (01/06/2026)							
Sr. No.	Name of Posts	Sanctioned Strength	Name of officer/ official	Designation	Basic Pay		
1.	Director	1	Dr. Manisha Thapliyal	Director	193800		
2.	C.F (Deputation)	1	-	C.F	Vacant		
3.	DCF (Deputation)	2		Dy.C.F.	Vacant		
4.	Scientists	12	Dr. Sandeep Sharma	Scientist- G	218200		
5.			Dr. Raj Kumar Verma	Scientist- G	218200		
6.			Dr. Ashwani Tapwal	Scientist- F	171100		
7.			Dr. Ranjeet Kumar	Scientist- F	171100		
8.			Dr. Pawan Kumar	Scientist- F	161300		
9.			Dr. Mohd Ibrahim	Scientist- E	130600		
10.			Dr. Ranjana Kumari Negi	Scientist- E	138500		
11.			Sh. Pitamber S. Negi	Scientist- E	126800		
12.			Dr. Swaran Lata	Scientist- E	126800		
13.			Dr. Balkrishan Tiwari	Scientist- C	71800		
14.			Sh. Parvin Rawat	Scientist- C	71800		
15.			-	-	-	Vacant	
16.			Technical Category- III	8	Dr Joginder S. Chauhan	CTO	96900
17.					Sh. Akhil Kumar	CTO	96900
18.					Smt. Savita K. Banyal	CTO	96900
19.	Dr. Ashwani Kumar	CTO			94100		
20.	Smt. Shilpa	CTO			94100		
21.	Sh Dushyant	ACTO			69700		
22.	Sh. Jawala Prasad	ACTO			69700		
23.	Sh. Kuldesk Kumar	STO			59500		
24.	Technical Category-II (Technical Assistants)	6	Ms. Neha Thakur	TA	32900		
25.			Smt. Drishti Sharma	TA	34900		
26.			Smt. Sonika Sharma	TA	34900		
27.			Sh Kulwant Rai	TA	34900		
28.			Sh. Shyam Sunder	TA	34900		
29.			Sh. Rajender Pal	TA	40400		
30.	Technical Category-I (Technicians) Lab/ Maintenance	8	Sh. Manjeet Kumar	Sr. Technician	27900		
31.			Sh. Vinay Chauhan	Sr. Technician	27900		
32.			Sh. Manoj Kumar	Sr. Technician	28700		
33.			Sh. Arun Kaushal	Sr. Technician	28700		
34.			Sh. Jiya Lal	Sr. Technician	28700		
35.			Sh. Swaraj Singh	Sr. Technician	28700		
36.			Sh. Umesh Kumar	Elect. (Tech)	23800		

37.			Sh. Vikas Kumar	Plumb. (Tech)	23800
38.	FRO	2	Sh. Rakesh Sharma	FRO	52000
39.			Ramesh Kainthla	FRO	52000
40.	Private Sect.	1	Sh. Dinesh Dhiman	PS	76500
41.	Section officer	1	Sh. Rakesh Kumar	SO	64100
42.	Assistant	5	Smt. Sunita Narwal	Assistant	47600
43.			-	-	-
44.			-	-	-
45.			-	-	-
46.			-	-	-
47.	Steno –Gr-I	1	-	Steno –Gr-I	Vacant
48.	UDC	5	Sh. Guler Singh	UDC	29600
49.			Sh. Rohit Kumar	UDC	29600
50.			Sh. Raman Jeet	UDC	36400
51.			-	-	Vacant
52.			-	-	Vacant
53.	LDC	5	Smt. Parul Choudhary	LDC	22400
54.			Sh. Pankaj Verma	LDC	20500
55.			Sh. Aashutosh Kumar	LDC	20500
56.			Sh. Sudesh Kumar	LDC	27600
57.			-	LDC	Vacant
58.	Driver	3	Sh. Bishan Singh	Driver	24500
59.			Sh. Kuldeep Kumar	Driver	24500
60.			-	Driver	Vacant
61.	Lib. Infor. Assisstant	1	Smt Santosh Jamalta	Librarian	62200
62.	Dy. Ranger	4	Sh. Sant Ram	Dy. Ranger	52000
63.			Sh. Diwan Singh	Dy. Ranger	44900
64.			Sh. Murat Singh	Dy. Ranger	43600
65.			Sh. Sachin Chauhan	Dy. Ranger	38700
66.	Forester	5	Sh. Ajay Thakur	Forester	30500
67.			Sh. Sunil Sharma	Forester	30500
68.			Sh. Pradeep Kumar	Forester	30500
69.			Sh Virender Kumar	Forester	27900
70.			-	-	Vacant
71.	Forest Guard	9	Sh. Susheel	Forest Guard	23800
72.			Smt. Sapna Thakur	Forest Guard	23800
73.			Sh. Manesh Kumar	Forest Guard	23800
74.			Sh. Lokesh	Forest Guard	23800
75.			Sh. Ugrasain	Forest Guard	22400

76.			Sh. Ankush Kumar	Forest Guard	22400
77.			Sh. Ashish Ranjan	Forest Guard	22400
78.			Sh. Subham Malvia	Forest Guard	22400
79.			-	-	Vacant
80.	MTS	17	Sh. Roop Lal	MTS	44800
81.			Sh. Vinod Kumar	MTS	43500
82.			Sh. Dharam Singh	MTS	43500
83.			Sh. Sanjeev Kumar	MTS	27600
84.			Sh. Chaman Lal	MTS (SK)	22100
85.			Sh. Anil Kumar	MTS	21500
86.			Sh. Ram Krishan	MTS	21500
87.			Sh. Karam Singh	MTS	21500
88.			Sh. Sahil	MTS	21500
89.			Sh. Rohtash	MTS	20300
90.			Sh. Ramesh	MTS	20300
91.			Sh. Praveen Kumar	MTS	19100
92.			Sh. Rishav Yadav	MTS	18000
93.			Miss Vidya Kumari	MTS	18000
94.			Sh. Madhav	MTS	18000
95.			Sh. Saurav Kumar	MTS	18000
96.			Miss Olivia Keisham	MTS	18000

(xi) 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.

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

The information may be treated as nil.

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

PIMS and PFMS are being updated regularly.

(xiv) 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.

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

Dr. Pawan Kumar, Scientist-F, has been nominated as Public Information Officer of this Institute.

Name of the Institute	Ist Appellate authority	Public Information Officer	Subject matter allocated
ICFRE-Himalayan Forest Research Institute, Conifer Campus, Panthaghati, Shimla 171013 (HP)	Dr. Manisha Thapliyal, Director ICFRE-HFRI Phone:0177-2626778 (O) 01772816101 0177 2626779 (Fax) 0177 2624392 (Res.)	Dr. Pawan Kumar, Scientist-F , ICFRE- HFRI Shimla Phone:0177- 2816124 (O) 0177 2626779 (Fax)	All matter related to ICFRE- 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;

The information is updated regularly on the website.

d) Provide reasons for its administrative or quasi-judicial -

The information may be treated as nil