

## **GROUP CO-ORDINATOR (RESEARCH) OFFICE**

### **4 (b) ii) The powers and duties of its officers and employees**

#### **Mr. N. Mohan Karnat, IFS., Group Co-ordinator (Research):**

The Group Coordinator (Research) assists the Director regarding all the research activities taken up by the institute. He is responsible for review of various projects, compilation of various research reports like the half yearly progress report, submission of Project Completion reports, Organising the Research Advisory Group Meeting(RAG) as its Member secretary, to finalise new project proposals. The GCR is also the Chairman of the Procurement committee of the Institute.

#### **Mrs. S. Hemamalini, Stenographer Gr. I**

Attend to the Stenographic duties of GCR

#### **Mrs. K. Gayathri Devi, Research Assistant Gr. I**

Assisting the GCR with respect to technical and research matters

#### **Mr. T.M. Shivanna, Office Attendant**

Office Attendant to GCR

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

#### **Current files of GCR office**

<b>Sl. No.</b>	<b>File Number</b>	<b>Subject</b>
1.	0-1/2016/Co-ord (R)/IWST	Circulars
2.	Co-ord @/IWST/2016/Audit Objections	Audit Objections (pertaining to Research)
3.	6-19/2016/IWST/Co-ord (R)	Externally Funded Projects (Funding of Research Projects by Donor Agencies)
4.	6-31/2016/IWST/Co-ord(R)	Monitoring of Projects
5.	6-40/2014/IWST/Co-ord (R)	Project Completion Reports
6.	6-41/2003/IWST/Co-ord (R)	Correspondence on Research Projects with ICFRE
7.	6-42/2014/IWST/Co-ord (R)	Budget requirement and allotment for research projects
8.	6-44/2003/IWST/Co-ord(R)	Correspondence with scientists of IWST on research projects
9.	6-89/IWST/Co-ord(R)/2013	Preparation of FGRMN document
10.	6-90/IWST/Co-ord(R)/2013	Setting up of pilot plant for developing products from WPC
11.	6-91/IWST/Co-ord @/2014	Research Workshop to showcase findings of forestry research institutes

12.	6-92/IWST/Co-ord @/2015/Academic Audit	Academic Audit
13.	6-93/IWST/Co-ord @/2015	EAP project submission
14.	6-94/IWST/Co-ord (R)/2015	Wood based industries guidelines
15.	7-3/2004/Co-ord (R)/IWST/	CR Covering letters of GCR staff
16.	7-6/2016/Co-ord (R)/IWST/	Personal File of Mr. N. Mohan Karnat, IFS, GCR
17.	9-5/Co-ord @/IWST/2014/Trainings	Trainings
18.	9-5/Co-ord (R)/IWST/2016/ Miscellaneous	Miscellaneous
19.	9-14/2014/Co-ord (R)/IWST	Quarterly Performance Review (QPR)
20.	9-27/IWST/Co-ord (R)/2014	Monthly Return – Seminars/Workshops attended by Officers/Scientists
21.	9-35/IWST/Co-ord(R)/2010	ICFRE Grant-in-Aid Monitoring
22.	9-36/IWST/Co-ord (R)/2010	Rajya Sabha/Lok Sabha Questions
23.	9-37/IWST/Co-ord (R)/2010	Procurement of Annual Store items
24.	9-51/IWST/Co-ord(R)/2011	Issues/papers related to WBD (M), Visakhapatnam
25.	9-60/IWST/Co-ord (R)/2016	Newsletter (Monthly Report
26.	9-68/IWST/Co-ord (R)/2011	General Issues (Matters)
27.	9-82/Co-ord (R)/IWST/ICFRE/Vision Document	Draft Vision document of ICFRE
28.	9-88/Co-ord(R)/IWST/2013	Nominating member for RTAC of EMPRI
29.	9-94/Co-ord (R)/IWST/2013	Result Framework Document- 2013-14
30.	9-95/Co-ord (R)/IWST/2013	Monthly Meeting at ICFRE through VC
31.	9-98/Co-ord (R)/IWST/2014	Intellectual Property Management Policy of ICFRE (Draft)
32.	Co-ord (R)/RAG/IWST/2014/	RAG 2014 and RPC 2015
33.	9-100/Co-ord (R)/IWST/2016	Instructions issued by GCR/Director regarding research issues
34.	9-101/Co-ord (R)/IWST/2016	Fortnightly Seminar
35.	10-1/2016/Co-ord @/IWST	Orders
36.	Registers	Dairy Register Dispatch Register File Movement Register File Register Financial Sanction Register Stock/Issue Register

**(vi) 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.**

Director General, Indian Council of Forestry Research and Education (ICFRE), Dehra Dun has constituted Research Advisory Group (RAG) Committee for the ICFRE Institute/s in order to examine and prioritise the new projects for implementation during the next year and to review the progress of all on-going projects.

The constitution of RAG's is as follows:-

Director of the Institute	Chairman
PCCFs of all concerned States/UTs or representatives	Members
ADG (Research Planning)/ DG's representative ICFRE	Member
Three Scientists of the Institutes at each level of Senior (Scientist G or F) Middle (Scientist E or D) Junior (Scientist C or B)	Members
Two foresters (each one at the level of CF and DCF of the ICFRE Institute)	Members
Representative of the Universities imparting education in forestry and allied subjects at the level of Dean or Head of the Department	Member
Two representatives of funding organizations	Members
Representative of prominent NGO in the field of forestry	Member
Representative of forest based industries	Member
Eminent forester outside ICFRE	Member
Eminent scientist outside ICFRE	Member
Representative of progressive farmers	Member
Representative of ICAR	Member
Heads of State Forest Research Organisations of the concerned States	Members
Representative of Sister organization	Member
Representative of JFM/local government/grass root level organization	Member
Group Coordinator (Research)	Member Secretary

**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 has been 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 the 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 meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.**

<b>Sl No.</b>	<b>Name of the Committee</b>	<b>Whether Minutes accessible for public</b>
01	Research Advisory Group Committee (RAG)	No, Restricted access -only to invited members