

EXTENSION DIVISION

1. Maintenance of all records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act

Records related to publications are catalogued in terms of list of publications and a register indicating balance publications

2. Functions and duties of each employees working in your division
 - a. Dr. Pankaj Kumar Aggarwal, Extension Officer & In-charge (Publication)
– To overall supervise and coordinated the extension activities of the Institute and publication related matters.
 - b. Ms. A. Srilatha, Assistant – to carryout day to day work of correspondence related to extension and publication divisions, to maintain dispatch and dairy registers, routing of papers of both divisions, Opening and Closing of new files of both divisions, maintenance of files of both divisions items, stock taking of division items, Indent register for items of stores maintenance, settlement of forest advances, assistance in conduct of trainings, demonstrations and seminars.
 - c. Mr. R. Nagaraj, RA I – to attend the exhibitions, kisan mela and others by putting up stall to showcase the institute activities, to assist the extension officer during visits of students, trainers, RFOs and all the meetings, trainings, demonstrations and seminars.

3. Financial/ Administrative power of an employee in your division
Financial power as Extension Officer – Rs.5,000/-

4. Procedure to be followed, decision making including supervision and accountability

The Extension Officer supervises the activities on day to day basis and makes decision on his own. However, if the decision has to taken by the Director, the same will be brought to his notice. The accountability of all the activities lies on Extension Officer.

5. Statement of categories of documents that are held by it or under its control.
 - (i) Monthly and annual report of the extension division
 - (ii) Details of publication carried out by extension division
 - (iii) Documentation of VVKs
 - (iv) Report of demonstration programs conducted at various places
 - (v) Participation of Institute in Kisan Melas
 - (vi) Participation of Institute in various exhibitions like India Wood etc.
 - (vii) Conduct of National and International Seminars

6. Consultancy work carried out in your division
Nil

7. Directory of employees with name, designation and telephone number

Sl. No.	Name	Designation	Telephone Number
1	Dr. Pankaj K Aggarwal	Extension Officer and Incharge Publication	080-22190179
2	Ms. A Srilatha	Assistant	080-22190107
3	Mr. R Nagaraj	R A I	080-22190107

8. Budget allocated during the current year for different projects and expenditure
Incurred.
Nil

9. Particulars of facilities available to citizens and for public use
a. Publication based on price
b. Technologies based on cost (to be provided by the concerned divisions)