

## Citizen's Charter – A Handbook



***A Citizen's Charter is the expression of an understanding between citizens and the provider of a public service with respect to the quantity and quality of services the former receive in exchange for their taxes. It is essentially about the rights of the public and the obligations of the public servants.***

**A Publication of the State Forest Research Institute  
 Jammu and Kashmir Government  
 (2013-14)**



## Introduction:

In Jammu & Kashmir the Scientific management of Forests was started in the year 1892. The earlier period of management comprised of Demarcation, Consolidation of forest lands, assessment of growing stock & yield through working plans. The extraction & sale of timber of principal conifer species was a major source of revenue for the state. The management of minor forest produce and wildlife was also developed on sustainable scientific lines.

To support short & long term research and training needs of the country, the Govt. of India setup Forest Research Institute (FRI) and colleges at Dehradun in the year 1906 supported with a network of one Silviculture / Research Division in each state. In Jammu & Kashmir the Research Forest Division was created in the year 1928 headed by one senior Dy. Conservator of Forests as a State Silviculturist with Head Quarters at Sheikh Bagh, Srinagar. The original mandate of the division was to vegetate the barren Shankaracharya Hills, plant introduction of fast growing species like Robinia, Poplars & Willows, raising of firewood plantations to cater to the fuelwood needs of Srinagar city & other towns and maintain Sample plots for all the important conifer species i.e. Deodar, Fir, Kail & Spruce.

Jammu & Kashmir Govt., realizing the damage to its natural ecosystems, the degradation of forest resources, steep fall in timber & MFP productivity, poor natural regeneration in the forests took fresh look at the conservation needs of the state's valuable forests and approved the new forest policy of the state in the year 1990. These Govt. orders besides issuing guidelines for improving the working of State Forest Corporation, regulating removal of trees on scientific principles also banned felling of trees in 18 catchment areas. As part of this forest policy initiative, J&K Govt. also decided to setup a **State Forest Research Institute** to tackle all practical problems relating to Protection, Conservation & Development of Forests, Social Forestry, Utilization & Marketing of Forest produce, Wildlife Management, Education, Training & Extension. The Forest Policy of 2010 provides that applied Research in forestry will be undertaken to address key problems like low productivity, rehabilitation of degraded forests, conservation of bio-diversity, forest protection and that infrastructure and skilled manpower, required for research will be strengthened keeping in view the future trends in forestry management in general and climatic change issues in particular.

A post of Director J&K Forest Research Institute was created vide Govt Order No: 10 FST of 1990 dated 11th January, 1990 in pursuance to **Cabinet** decision No.2 dated 10.01.1990. The Director was made responsible for setting up the J&K State Forest Research



Institute. The disciplines of research to be pursued by the SFRI were specified as Biological Sciences, Soil Sciences, Forest Influence Sciences, Forest Management, Social Forestry, Forest Utilization, Library & Documentation and establishment of Central Computer Centre for data base use on Forestry.

Subsequently, vide Govt order No 392 FST of 1995 dated 13.12.1995, the Govt accorded sanction to the establishment of State Forest Research Institute J&K as a society under the Societies Registration Act-VI of 1998 vide No 2367-S of 1990, for advance studies & research in forestry, wood science technology & forest environment including flora & fauna. The administrative control and management of the institute was vested with a Governing Board which would discharge its duties & functions as per the rules & regulations of the society. The Board of Governors of SFRI have been reconstituted as per Govt Order No 38 FST of 2007 dated 29.01.2007 with Hon'ble Minister of Forest as Chairman. For the purposes of planning, coordination & monitoring of the research, education, extension & data base the Govt order No 392 FST of 1995 dated 13.12.1995 provided for a Management Committee under the chairmanship of Commissioner/Secretary to Government, Forest Department. The said Govt order also provided for the rules & regulations of the J&K Forest Research Institute & also listed the functions & objectives of State Forest Research Institute, Jammu & Kashmir.



## **Vision / mission**

To establish State Forest Research Institute as an apex level institute for carrying advanced research on all issues related to forests and equip the institute with concurrent state of art technology. The mission statement of State Forest Institute is to improve productivity of natural and man-made forests, preservation and conservation of natural forests and sustainable use of natural resources. The SFRI in collaboration with sister wings of Forest Department is committed to strengthen applied need based research.

## **Mandate of SFRI**

1. To institute advanced studies and research in forestry wood science and technology and forest environment and ecology including flora and fauna.
2. To find ways and means to enhance productivity and to obtain optimum amount of produce from both natural and manmade forests and accordingly to undertake studies on nutritional requirement, seed testing and certification, establishment of species, fertilizers trials for improving yield of timber, fuel wood and fodder. Research on biological control of pests and plant disease and any other field of research as the institute may deem necessary from time to time.
3. To work as multidisciplinary and interdisciplinary research institute oriented to meet the requirement of forestry and forest based industries.
4. To undertake utilization research for determining the suitability of different species for trial and constructional uses.
5. To study and monitor the change in the quality of environment with reference to Biomass production studies relevant to management of Wild Life sanctuaries, National Parks and Nature Reserves.
6. To conduct study on the effect of pollutants on different species and to suggest pollution resistant and absorbing species to develop suitable technology for bringing about greening in the urban areas.
7. Conduct refresher courses for Forest Officers, Extension Workers including non forestry personnel with a view to update their knowledge and make them more effective in educating the public and eliciting their co-operation in the achievement of the objectives and goals as envisaged in the National and State plans.
8. To bring Forestry Research, Education and Extension Training under close and unified direction and management, so that the Research and Development of the Forest Department is comprehensive.
9. To contribute to the establishment and maintenance of viable and effective field level forestry extension system in the state by training forestry and if need be, non-forestry



personnel for making qualified and competent extension trainees so that they in turn will impart extension knowledge to the field level workers and farmers.

10. To publish research papers, treatises, books periodicals and other literature relating to forestry and allied subjects.
11. To conduct lectures, seminars, study groups, workshops etc. on problems relating to forestry and allied subjects.
12. To impart specialized training in forestry, wood science and technology, forest environment and allied fields.
13. To co-operate with the various forest departments in the country, forest research institutes in the states, ICFRE, the agricultural and other universities and with other institutions in India and any part of the world having objects wholly or partly similar to those of this institute.
14. To prepare a manual of Tree Improvement methods and procedures for the guidance of people (Officers, Scientists and Technologists) involved in genetic and Tree Improvement work.
15. To undertake research on non-wood (minor) forest product with a view to developing improved techniques for propagation, extraction and marketing of improved varieties of MFP including medicinal and aromatic plants, Bamboo and Khair cultivation, collection of seed, extraction of resin etc.
16. To build up a Data Base where all the data and information is collected both from the state and outside, concerning the forests and to disseminate it to the concerned as and when required. A Computer section will be established for the purpose.
17. To do all such things and perform all such acts as may be necessary or appropriate for or incidental to the achievement of any or all of the above objects.
18. To create administrative, technical, ministerial and other posts under the Institute and to make appointments thereto.
19. To make rules for the conduct of the affairs of the institute and to add, amend vary or rescind them from time to time.



### Our Organization

S. No	Name of the Officer	Designation	Mobile No.
1.	Sh.Upender Pachnanda, IFS	Addl. Pr. CCF/ Director, SFRI, J&K	9419003442
2.	Sh. J. Frankoj, IFS	Conservator of Forests, Research Circle Jammu	9419142588
3.	Sh. Nasier Ahmad Kichloo, SFS	Joint Director, SFRI, J&K	9419101822
4.	Sh. Harmohinder Singh, DCF	DFO. Research Forest Division Jammu	9419189151
5.	Smt. Iffat Ara, ACF	DFO. Seed Development Division Jammu	9419916524
6.	Sh. Farooq Ahmad Dar, ACF	DFO. Research Forest Division Srinagar	9906703841
7.	Sh. Latief Ahmad Bhat	DFO. Seed Development Division Srinagar	9469000264

### **Services Rendered under Public Services Guarantee Act**

In the year 1995, State Forest Research Institute was registered as Society under Societies (Registration) Act. This step was taken with the objective that SFRI would become an autonomous organization. But unfortunately, it could not function as autonomous organization as neither any autonomy could be granted nor any infrastructural support including Grants/Loans were provided for the functioning of State Forest Research Institute- Research beneficiary being primarily the Forest Department and through it the people of the State.

### **Duties**

The duty of the department is to conduct need based research in the field of forestry for it's contribution to conservation, and sustainable management of natural resources. The J&K SFRI has to arrange sufficient infrastructure, technical manpower and financial resource to





achieve the laid down objectives and goal to keep pace with the scientific community in the field of research in forestry and its allied subjects. Besides, following services are provided in light of mandate of SFRI.

### **List of services provided**

1. To find ways and means to enhance green cover, productivity and undertake studies on nutritional requirements, seed testing. Conduct trials for improving yield of timber, fuel-wood and fodder. Conduct research as the institute may deem necessary from time to time.
2. Conduct trials and produce quality seed collected from the field for its time and cost benefit ratio.
3. Identify and recommend quality seed production areas in the natural forests.
4. Multidisciplinary and interdisciplinary research work oriented to meet the requirement of forestry and forest based industries.
5. Undertake utilization research for determining the suitability of different species for different industrial and constructional uses.
6. Conduct trials and recommend improved seed and plant materials.
7. In-situ vegetative propagation through tissue culture techniques.
8. Try and supply quality plant material to different departments and civilians.
9. Organize workshops and impart specialized training to the field staff to update knowledge on day to day issues and concerns. Also publish literature relating to forestry and its allied subjects.
10. Provide technical assistance to various government organizations and individuals for raising medicinal plants.

The activities/ achievements made during 2013-14 ending 03/2014 are produced herein below for general information:

### **Research Projects initiated during 2012-13 in the SFRI**

Project No:- 01 *“Establishment of seedling Seed Orchards of Cedrus deodara Candidate Plus Trees”.*

Project No: 02 *“Selection of Candidate Plus Trees of Silver Fir in J&K & their evaluation”*

Project No:03 *“Vegetative propagation of some important broadleaved tree species of Jammu and Kashmir”.*

Project No: 04 *“Quality and Productivity Assessment of some important medicinal plants”.*

Project No:05 *“Assessment of improved technology utilizing Hydrogel in Nursery operation & plantations to overcome moisture stress”.*

Project No:- 06 *“Screening of Poplars to reduce cotton dehiscence in J&K”.*



**Research Projects initiated during 2013-14 in the SFRI**

Project No. 01:- *“Assessment of carbon sequestration potential of different plantations”.*

Project No.02:- *“Eco-restoration of Lantana infested Forest area and productivity assessment of palatable bio-mass in restored area”.*

Project No. 03:- *“Selection of Plus Trees of some important conifers in Jammu & Kashmir”.*

Project No. 04:- *“Carbon Pool Assessment of Udhampur & Sindh Forest Divisions using Remote Sensing & Gis Technology”.*

The progress of Research Projects mentioned above are under progress.

1. Plantation of different species planted in various existing units 76154 Nos. with area covered 86.20 ha. during 2013-14.
2. About 2588000 Nos. of different Conifer/ broad leaved species raised in SFRI nurseries during 2013-14.
3. Under State Plan, CAMPA & National Bamboo Mission 1657448 Nos. of plants supplied to Forest Territorial & sister concern departments during 2013-14.
4. 5781.30 Kgs. seed of different species has been collected under CAMPA & State Plan, out of which 5726.50 Kgs. of seed supplied to Forest Territorial & sister concern wings during 2013-14.
5. The Office building of Seed Development Division, Jammu, residential cum hostel building and Chowkidar Hut, Garages/ Store is under construction at Janipur Campus of SFRI, Jammu.
6. The major achievements of this year are completion of Direction office at Sonwar and Field Research Station at Harran which were inaugurated by the Hon'ble Forest Minister.

**Financial Arrangements**

**Revenue - Non Plan**

<b>Year</b>	<b>Outlay (Rs in Lacs)</b>	<b>Expenditure (Rs in Lacs)</b>
2008-09	291.74	291.612
2009-10	362.15	361.46



2010-11	432.67	430.30
2011-12	546.66	509.55
2012-13	565.99	551.079
2013-14	708.39	612.312

### Capital - Plan

Year	Outlay (Rs in Lacs)	Expenditure (Rs in Lacs)
2008-09	200.00	200.00
2009-10	254.94	249.94
2010-11	200.00	195.647
2011-12	200.00	196.417
2012-13	200.00	198.940
2013-14	170.00	169.998

### Centrally Sponsored Scheme

#### National Medicinal Plant Board (QPM of Medicinal Plants)

The National medicinal Plant Board approved a Project Proposal for Rs. 30.00 lacs. Under the promotional scheme to produce quality plant material of medicinal plants in J&K for a period of three years with the following break-up

Year	Outlay (Rs in lacs)	Funds Received	Expenditure (Rs in lacs)
2003-04 1st Installment	30.00	10.00	10.00
2007-08 2 <sup>nd</sup> Installment	-	10.00	10.00
<b>Total</b>	<b>30.00</b>	<b>20.00</b>	<b>20.00</b>



### National Bamboo Mission Scheme

The Deptt. of Agriculture & Co-operation Government of India introduced a new Centrally Sponsored Scheme on National Bamboo Mission across the Country beginning from the year 2007-08. The details of funds released and expenditure incurred is given as under:-

Year	Outlay (Rs in Lacs)	Funds Received	Expenditure (Rs in Lacs)
2008-09	17.99	8.99	8.99
2009-10 (for the period 2008-09)	-	9.00	9.00
2010-11	5.98	1.71	Nil
2011-12		4.27	5.98
2012-13	-	-	-
<b>201314</b>	<b>6.110</b>	<b>6.110</b>	<b>6.110</b>

### 13<sup>th</sup> Finance Commission.

Year	Outlay (Rs in lacs)	Funds Received	Expenditure (Rs in lacs)
2010-11	130.00	130.00	122.00
2011-12	130.00	112.00	71.59
2012-13	266.00	26.00	25.38
<b>201314</b>	<b>266.00</b>	<b>158.22</b>	<b>158.22</b>



## Compensatory Afforestation management fund & Planning Authority

Year	Outlay (Rs in lacs)	Funds Received	Expenditure (Rs in lacs)
2011-12	212.89	131.45	128.876
2012-13	164.492	82.25	65.034
<b>2013-14</b>	<b>249.182</b>	<b>249.182</b>	<b>232.808</b>

### Related to seeking information.

The sample application form for seeking as prescribed in the RTI, guidelines is kept in all the offices of POI, APOIs of State Forest Research Institute designated under Section 5(1) and 5(2) respectively of Right to Information Act-2009, and procedure followed as per the provision of said act.

*Application form (a copy of filled application form for reference)*

*How to write a precise information request. Few Tips.*

*Right of the Citizen in case of denial of information and procedure to appeal.*