

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

Sl.No.	File Name	File No./ Project No.
1	Annual Confidential Reports	No.0-4/93/IWST/WPU/ACR
2	Audit related letters and documents	No.0-4/IWST/WPEW/Audit/2013
3	Training programmes concerned letters	No.0-6/IWST/WPU/Tr./06
4	Annual Maintenance Contract of M/s. Lieca Microscopes	No.0-13/IWST/WPU/Equip.co./96
5	Student's project work/visit/Training/correspondence	No.0-19/IWST/ WPU/Stud.Proj./2012
6	Universal Testing Machine - General papers and correspondence	No.3-59/IWST/2010-2011
7	UTM (Shimadzu) AMC correspondence letters	No.3-99/IWST/WPU/New UTM/2009
8	Testing of wood samples – Gen corres. & Revision of testing charges	No.6-3/IWST/WPU/Ide./2014
9	Mechanical properties testing	No.6-3(a)/IWST/WPU/95 Vol-III
10	Moisture content testing	No.6-3(b)/IWST/WPU/MC/99 (Vol-II)
11	Annual Review of ongoing projects	No.6-9/IWST/WPU/AA. Rev./2009
12	Budget	No.6-9/IWST/WPU/Bud/2010
13	Research Publications	No.6-9/IWST/WPEW/Res. Publ./2013
14	Project Completion Report-correspondence	No.6-9/IWST/WPU/2003
15	Timber Terminology classification sub-committee (BIS) Bureau of Indian Standards	No.6-45/IWST/WPU/BIS/Corr./2010
16	Monthly Report	No.6-52/IWST/WPEW/Monthly Report/2012
17	Correspondence in connection with monitoring and evaluation of the work by university from ICFRE Grant –in-aid	No.6-66/IWST/WPU/DDG/Eval./2007
18	Calibration of equipments	No.6-68/IWST/WPU/Cali-Equip/2010
19	Six monthly reports of ongoing research projects	No.6-79/IWST/WPU/6 monpro/2011
20	Tour proposals and approval	No.8-1(a)/91/IWST/WPU/Tour
21	Seminars and workshop concerned letters and research papers	No.8-1(b)/IWST/WPU/93
22	Miscellaneous correspondence –	No.9-1(a)/IWST/WPU/Misc./2012
23	Implementation of Official Language	No.9-6/IWST/WPU/Hindi/95
24	General project correspondence	No.10- 1 /IWST/WPU/Proj. corres./2010
25	RAG - 2013	No.10-2/IWST/WPEW/RAG Proj./ 2013
26	RPC – 2013 /, Gen circulars	No.10-3/IWST/WPEW/RPC /2013
27	Report on status of progress of external projects	No.10-7/IWST/WPU/Stat.Rep.Ext. Proj./2010
28	Evaluation of wood Properties of <i>Melia composita</i> of different ages from southern India for finding suitability for various uses and development of value added products	No. IWST/WPEW/XI/140
29	Thermal modification of wood for value addition to plantation timbers	No. IWST/WPEW/EXT/PFD/074
30	Wood quality of plantation grown in Andaman and Nicobar Island	6-70/IWST/WPU/Wood Qual.Ass/2010
31	Training of wood artisan in capacity building	No.0-6/IWST/WPEW/Trg/2009

32	Evaluation and comparison of wood quality of teak wood produced from tissue culture and seed sources.	No. IWST/WPEW/EXT/2014
33	Disposal of Red sanders	No.6-4/IWST/WPU/2014
34	File Register	
35	Diary Register	
36	Attendance Register	
37	Dispatch Register	
38	Financial sanction Order Register	
39	File Movement register	
40	Revenue Register	
41	Training Attendance Register	

2. Functions and duties of each employees working in your division.

Sl.No.	Name of Officers & Employees	Designation	Functions and duties
1	Dr. S.R. Shukla	Scientist-F & Head	Research on wood & wood products. Administrative functions of the division as head, entertaining the technical enquiries etc.
2	Dr. S.K. Sharma	Scientist-G; Nodal Officer, FRI Deemed University. Incharge Officer, Hindi Cell.	Research on wood & wood products. Administrative functions of O/o the Nodal Officer, FRI Deemed University (IWST Centre)
3	Dr. A.K. Sethy	Scientist-D; Incharge Officer, Guest House	Research on wood & wood products.
4	Ms. Amita Pandey	Scientist-B	Research on wood & wood products. (not on duty)
5	Dr. M. Sujatha	Research Officer	Research on wood & wood products and testing of wood samples received from different organizations.
6	Ms. S. Shashikala	Research Officer Gr.I	Research on wood & wood products. and testing of wood samples received from different organizations.
6	Mr. Anthony Das	Research Assistant Gr.II	General Assistance in research & testing
7	Mr. Jean Simon	Research Assistant Gr.II	General Assistance in research & testing
8	Ms. Vanathi Varatharaj	Research Assistant Gr.II	General Assistance in research & testing
9	Mr. H.C. Shivaprasad	Technical Asstt.Gr.C	General Assistance in research & testing)
10	Ms. P.Santhi	Stenographer Gr.I	Ministerial work of WPEW division

3. Financial/Administrative power of an employee in your division.

Sl.No.	Name of Officers & Employees	Designation	Financial & Administrative power
1	Dr. S.R. Shukla	Scientist-F&Head	As Head, sanctioning power of Rs.5000/-
2	Dr. S.K. Sharma	Scientist-G	As PI, sanctioning power of Rs.2,500/-
3	Dr. A.K. Sethy	Scientist-D	-do-
4	Ms. Amita Pandey	Scientist-B	-do-
5	Dr. M. Sujatha	Research Officer	-do-
6	Ms. S. Shashikala	Research Officer Gr.I	-do-
6	Mr. Anthony Das	Research Assistant Gr.II	-
7	Mr. Jean Simon	Research Assistant Gr.II	-
8	Ms. Vanathi Varatharaj	Research Assistant Gr.II	-
9	Mr. H.C. Shivaprasad	Technical Asstt.Gr.C	-
10	Ms. P.Santhi	Stenographer Gr.I	-

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

All scientists and Research Officers supervise the research activities related to their research projects as PI and accountable to the work and responsibilities assigned to them.

5. Statement of categories of documents that are held by it or under its control.

Files and Registers are maintained subjectwise.

6. Consultancy work carried out in your division.

Testing and consultancy services being offered to all government departments, wood industries and public and private sector organizations on the testing of wood and its utilization aspects.

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

Sl.No.	Name of Officers & Employees	Designation	Telephone number
1	Dr. S.R. Shukla	Scientist-F & Head	080-22190171
2	Dr. S.K. Sharma	Scientist-G	080-22190170
3	Dr. A.K. Sethy	Scientist-D	080-22190172
4	Ms. Amita Pandey	Scientist-B	080-22190173 (Not on duty)
5	Dr. M. Sujatha	Research Officer	080-22190173
6	Ms. S. Shashikala	Research Officer Gr.I	080-22190186

6	Mr. Anthony Das	Research Assistant Gr.II	080-22190147
7	Mr. Jean Simon	Research Assistant Gr.II	080-22190164
8	Ms. Vanathi Varatharaj	Research Assistant Gr.II	080-22190182
9	Mr. H.C. Shivaprasad	Technical Asstt.Gr.C	080-22190182
10	Ms. P.Sanathi	Stenographer Gr.I	080-22190169

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

S.No.	Name of the project	Budget allotted (Rs.) during 2015-16	Expenditure incurred (Rs.)	Total budget (Rs.)
1	Thermal modification of wood for value addition to plantation timbers. (Component – 3)	3.47 lakhs	0.54 lakhs	12.49 lakhs
2	Evaluation of wood Properties of <i>Melia composita</i> of different ages from southern India for finding suitability for various uses and development of value added products	1.08 lakhs	4.32 lakhs	6.44 lakhs

9. Particulars of facilities available to citizens and for public use.

Testing facility of wood and wood products including identification and various properties available in the division on payment basis.

(Details of Institute website:<http://iwst.icfre.gov.in/services>)