

CHEMISTRY OF FOREST PRODUCTS 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.

The administrative and research files pertaining to this division which are maintained subject wise as specified below.

Sl. No	File No.	Subject
1	6-8/2008-IWST/CFP/MR	Monthly reports of C.F.P division
2	6-9/2008/IWST/CFP/	Technologies / Expertise of CFP division
3	9-2/2012-IWST/CFP/	Lok-sabha Starred questions
4	6-11/2009-10-IWST/Concept Note	Concept Note
5	2-2/2009/IWST/CFP/Budget/	Budget file
6	9-1/2012/IWST/CFP/12/	Review Assessment of Scientists for Promotion of CFP division.
7	9-12/2009-10/IWST/CFP/RAG/	RAG meeting
8	9-1/2010/IWST/CFP/meeting	Meeting File
9	6-1/try/CFP/11, R.PP-03-08	Training Programme
10	6-1/CFP/11	Office Orders File
11	6-9/2009-10/IWST/CFP/AR	Annual Reports of CFP division
12	9-1/2008-IWST/CFP/	Miscellaneous File of CFP Division
13	6-10/11/CFP/	Annual Immovable Property Returns-CFP Division
14	3-1/CFP/IWST/11/	Procurement of Lab, Chemical for CFP Division
15	6-3/CFP/IWST/13/	Project related File (Dr. Bisht)
16	2-1/2009/IWST/CFP/Maint.,S.E.	Maintenance of Scientific Equipments
17	IWST//CFP/XI/95	Fetty oil composition of Lesser known tree borne oil seeds- Givotia rottleriformis Griff., Madhuca insignis (Radlk.) H.J.Lam, Shorea Tumbuggaia Roxb, Poeciloneuron indicum Bedd, Hopea Parviflora Bedd, Mesua ferrea L and Balanites roxburghii Planch.
18	6-16-2011-IWST/WE/Project	Production of Synthetic Biodiesel from the Wood Waste.
19	6-1/IWST/CFP/11	Tour Programme of CFP Division
20	9-2/IWST/CFP/08-9	Training file for faculty / Post Graduate Students.
21	IWST/CFP/XI/138	Chemical derivatization of a-cellulose into value added project (Dr. S.S. Bisht)
22	6-10/2008/IWST/CFP/, Vol-II	Proposal of Externally added project (Dr. S.S. Bisht)
23	9-1/2016-IWST/CFP/Misc./	Miscellaneous File of CFP Division (Dr. S.S. Bisht)
24	IWST//CFP/XI/95	Fetty oil composition of Lesser known tree borne oil seeds- Givotia rottleriformis Griff., Madhuca insignis

		(Radlk.) H.J.Lam, Shorea Tumbuggaia Roxb, Poeciloneuron indicum Bedd, Hopea Parviflora Bedd, Mesua ferrea L and Balanites roxburghii Planch.
25	IWST/CFP/XI/108	Evaluation of performance of steam volatile creosote (SVC) as a wood preservative.
26	6-5/08/IWST /CFP/ Soil/	Assessment of soil carbon stocks, & dynamics in forest of India for the period 1995-2007
27	9-1/IWST/CFP/MISC/2005	Filling of patent new composition for manufacture of soap
28	6-12/IWST/CFP/12	1.Survey / inventory of vegetation in circles of Karnataka. 2. Research / Studies on Ecological study in three circles of Karnataka
29	6-4/2015-IWST/CFP/	Standardization of Protocol for extraction of high camphothien from Nothpodytes nimmaiana using cell culture technique (KFD)
30	6-12/IWST/CFP/XI-110	Screening & Evaluation of selected members of Rutaceae for anti-malarial activity
31	6-4/IWST/CFP/EXT/KFD/067	Standardization of extraction methods, evaluation & qualification of Halmaddi from Ailanthus malabarica DC
32	6-12/IWST/XI-96/ CFP/	Garcinia indica choisy – Pharmacological evaluation of extract for anti-diabetic property.
33	6-12/IWST/CFP/XI-66	(_DOPA-Mucuna Project) Isolation & Estimation of L-DOPA from Mucuna pruriens Linn- collected from South India.

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

Sl. No.	Name	Designation	Function and Duties
1.	Mr. Shettappanavar, IFS	Conservator of Forest and Head of Division	Supervise administrative and research works pertaining to the division
2.	Mr. B.S. Chandrashekar	Scientist–C	To plan, formulate and execute research projects Any other work assigned by the Director /GCR /HOD from time to time
3.	Mr. R. Ezhumalai	Scientist–C	To plan, formulate and execute research projects Any other work assigned by the Director /GCR /HOD from time to time

4.	Dr. S.S. Bist	Scientist–C	To plan, formulate and execute research projects Any other work assigned by the Director /GCR /HOD from time to time
5.	Mr. G. Ravikumar	Research Officer II	To help in planning, formulating and execution of research projects. Any other work assigned by the Director /GCR /HOD from time to time
6.	Dr. K.T. Chandrashekar	Research Assistant Gr.I	As per work measurement Committee report of ICFRE Dehra. Associate with Project-in charge/ Head/ Scientist in formulation of the project advise. R.A.Gr. II & T.A's through project –in-charge for testing of wood and wood products received from public and various agencies.. Operation of sophisticated instruments like microscope, image analyzer, UTM NDT equipment and weed working machinery. Assist the project in charges and associate in the project related work by collection and generation of data of wood and products related to anatomical and mechanical properties through use of microscope / equipment / machinery. Recording of data, analysis and feeding of data in computer, application of statistical Methods, and assist in interpretation of data. Associate in the preparation of project proposals, reports and writing of research articles for publication in reputed journals. Field visit for collection of research material. To assist in layout of research experiment in the field as well as laboratory, analysis of field and laboratory experiment data of writing of research reports. Preparation test reports and technical reports. conducting practical classes independently to the in-service officials in the field identification of timber, grading and joinery. Associates in the extension related activities of the institute like conduct of workshop/ seminar/regular meetings, Editing of different technical publications, maintain of extension records etc.,
7.	Mrs. Mamatha Ravindra	Research Assistant Gr.I	Associate with Project-in charge/ Head/ Scientist in formulation of the project advise. R.A.Gr. II & T.A's through project –in-charge for testing of wood and wood products received from public and various agencies.. Operation of sophisticated instruments like microscope, image analyzer, UTM NDT equipment and weed working machinery. Assist the project in charges and associate in the project related work by collection and generation of data of wood and products related to anatomical and mechanical properties through use of microscope / equipment / machinery. Recording of data, analysis and feeding of

			data in computer, application of statistical Methods, and assist in interpretation of data. Associate in the preparation of project proposals, reports and writing of research articles for publication in reputed journals. Field visit for collection of research material. To assist in layout of research experiment in the field as well as laboratory, analysis of field and laboratory experiment data of writing of research reports. Preparation test reports and technical reports. Conducting practical classes independently to the in-service officials in the field identification of timber, grading and joinery. Associates in the extension related activities of the institute like conduct of workshop/ seminar/regular meetings, Editing of different technical publications, maintain of extension records etc.,
8.	S. Reyaz Sab	Lower Division Clerk	Maintenance of office records /files and other administrative works
9.	Mr. Kempaiah	Office Assistant	Assist HoD and staff in division works

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

The Head of division has been vested powers to sanction up to Rs. 5000/- and Principal Investigators of research Projects up to Rs. 2000/- based on the approval of the Director.

The Head of Division signs and endorses administrative matters of the division and also project related correspondences initiated by the principal investigators of projects.

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

Overall In-charge of the Institute is the Director. Therefore, most of the powers pertaining to administration and finance power held with the Director.

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

As mentioned in No. 1 above

6. Consultancy work carried out in your division.

Nil

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

Sl. No.	Name	Designation	Tel. No.
1.	Mr. Shettappanavar, IFS	Conservator of Forest and Head of Division	22190191
2.	Mr. B.S. Chandrashekar	Scientist-C	22190192
3.	Mr. R. Ezhumalai	Scientist-C	22190196
4.	Dr. S.S. Bist	Scientist-C	22190194
5.	Mr. G. Ravikumar	Research Officer II	22190195
6.	Dr. K.T. Chandrashekar	Research Assistant Gr.I	22190196
7.	S. Reyaz sab	L.D.C	22190190

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

Project list to be attached

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

Nil