

## **LIBRARY and IN-CHARGE CAMPUS**

Name: : PRANEETHA PAUL, I.F.S  
Designation : Deputy Conservator of Forest  
Duties : Campus maintenance, security and infrastructure maintenance, overall in-charge of library and documentation centre, Member Secretary of House Allotment Committee, Member Need Aspect Committee, Member Purchase Committee, Member of Departmental Promotion Committee, Member of Research Advisory Group.  
Contact Number : 080-22190-131.  
Administrative powers : Nil  
Financial powers : Rs. 5000/- against sanctioned Forest advance

### **List of files maintained in the office of Campus In-Charge**

Sl.No	File Number	Subject
1.	No.9-1/2014/IWST/Cam off	Forest Advance
2.	No.9-3/2014/IWST/Cam off	Letters issued to Range Officer
3.	No.9-4/2014/IWST/camp off/misc	Miscellaneous
4.	No.9-6/2014/IWST/Camp off/swatchatha Abhiyan	Swathachtha Abhiyan
5.	No.9-8/2014/IWST/Camp off/RTI	RTI information.
6.	No.9-10/IWST/2013/DCF/TRG	Attending Training

### **EMPLOYEES UNDER LIBRARY**

Name : KUSUMA GOSWAMI  
Designation : LIBRARY INFORMATION ASSISTANT  
Duties : Looking after the correspondences of library such as Procurement of books, subscription renewal of journals, classification and cataloguing of books, reports, issue & return , maintenance of library collection, etc. (Manually as well as electronically)

LIBSYS software is followed for updating the total collection of library. With this system, online searches also can be done.

As per Office Order Nos.231 and 242 dated 25/09/2014 and 01/10/2014 in addition to library duties, assisting Campus Incharge in campus maintenance, building section, etc.

Contact Number : 080-22190-150.  
Administrative powers : Nil  
Financial powers : Nil  
Name : M. SUJATHA MATHAD.

Designation : LIBRARY INFORMATION ASSISTANT  
 Duties : Looking after the correspondences of library such as Procurement of books, subscription renewal of journals, classification and cataloguing of books, reports, issue & return , maintenance of library collection, etc. (Manually as well as electronically)

LIBSYS software is followed for updating the total collection of library. With this system, online searches also can be done.

Contact Number : 080-22190-150.  
 Administrative powers : Nil  
 Financial powers : Nil

### List of files maintained in library section

Sl.No	File Number	Subject
1.	No.4-1/2012/IWST	General correspondence of library
2.	No.4-2/2014/IWST	Purchase of books
3.	No.4-3/2013/IWST	Subscription of journals
4	No.4-4/2005/IWST	Binding of library books and journals
5	No.4-5/2010/IWST	Physical verification of books,journals,etc
6	No.4-6/2012/IWST	Correspondence on Newspapers & Magazines
7	No.4-7/2008/IWST	Library facilities for JRF & others

### List of files maintained in Building Section

Sl.No	File No	Opening date	Subject
1	5-9/2004-IWST/	17-02-2004	Allotment of residential quarters HAC meeting and other relevant correspondence
2	5-9/2004-IWST/Vol-I	13-10-2011	Allotment of residential quarters HAC meeting and other relevant correspondence
3	5-4/2004-IWST/Vol-I	17-10-2012	Allotment of Type-I residential quarters (F-1 to F-20)
4	5-9/2004-IWST/Vol-II	21-06-2012	Repair of 20 No's Type-I residential quarters (Old & New)
5	5-5/2004-IWST/	17-2-2004	Allotment of Type-II residential quarters (E-1 to F-24)
6	5-6/2004-IWST/	17-2-2004	Allotment of Type-III residential quarters (D-1 to D-22)
7	5-7/2004-IWST/	17-2-2004	Allotment of Type-IV residential quarters (C-1 to C-16)
8	5-8/2004-IWST/	17-2-2004	Allotment of residential quarters Type-

			VA,VB (B-1 to B-6) (A-1 & A-2)
9	5-9/2004-IWST/Vol-II	1-6-2004	Construction of 6 No's Type-V quarters for IWST Bangalore with Inventories
10	5-14/2006-IWST	31-3-2006	Correspondence with CCU for various civil work IWST Bangalore
11	5-5/96-IWST	16-12-1996	Taking over of new building constructed by CCU, at IWST campus Bangalore
12	5-5/96-IWST/Vol-I	2-1-2010	CCU monthly statement. Form No-65 from Jan,2010
13	5-1/91-IWST	25-9-1991	Flat rate license fee
14	5-11/2010-IWST/ Bldg/Vol-I	4-2-2014	Construction of Training Facility Center and Wood Machinery Workshop Building for IWST Bangalore
15	5-13/2004-IWST/Vol-I	24-12-2004	Renovation and providing additional facilities to the old workshop Bldg and other civil works
16	5-5-/98-IWST	30-9-1999	Construction of Guest House at IWST and installation of Effluent Treatment Plan
17	9-6/2007-IWST	17-8-2007	Construction of Rest House at FRC Hyderabad
18	5-13/2002-IWST	13-11-2002	Recarpetting , widening and formulation of new road from Wood is Good building to New Workshop and other works
19	5-1/94-IWST/Vol-II	30-11-1995	Building Miscellaneous
20	5-4/98-IWST	26-8-98	Minor Constructions
21	5-2/97-IWST/Vol-II 5-4/94-IWST (ICFRE)	22-7-97 3-11-94	Construction of Scientist Hostel for IWST – WB project with estimate and plan. Construction of Scientist Hostel under phase-II (ICFRE funds)
22	5-1/98-IWST	25-2-98	Construction of 1 no Type-VI quarter for IWST, Bangalore
23	5-3//98-IWST	27-7-1998	Raising of boundary wall providing security at IWST
24	5-12/2005-IWST/Vol-I	18-11-2005	Civil works-IWST campus Bangalore
25	5-8/2004-IWST / AMC lifts / Vol-I	27-2-2004	Annual Maintenance Contract for 2 lifts for 2004-2005/2005-2006
26	5-2/98-IWST	8-4-1998	Building Miscellaneous
27	10-2/92-IWST/Vol-II	13-12-96	Quarters Allotment Rules
28	5-6/96-IWST	27-12-96	Repair of Buildings
29	0-2/91-IWST/Comp, wall	2/92	Construction of Compound wall
30	5-4/96-IWST	5-11-96	Resurfacing of bituminous road in IWST Bangalore
31	PKH/Exten/IWST/2001-3398-407	27-12-2001	Repair/Whitewashing of Old buildings (Wood is Good)
32	2-24/91-IWST	11-4-91	Handing over the Old F.R.L to Karnataka Forest Department
33	5-11/2002/ Bldg	4-3-2002	Repair works in the Guest House / Residential / Non-residential buildings
34	5-2/2004-IWST/CW	29-12-2004	Demolition and Disposal of the existing old workshop
35	5-11/2002-IWST/Bldg	8-3-2002	Building Miscellaneous- Civil Works / Repair Works- Wood is Good building

			With CD& Blue prints of Wood is Good Building
36	5-10/2004-IWST	8-3-2004	Correspondence with CCU Sinking Bore well
37	5-3/97-IWST	22-7-1997	Civil repairs by CPWD- Residential and Non-residential buildings
38	0-1/89/IWST	1-2-1989	Electrical Repairs by C.P.W.D
39	5-2/2001-IWST	28-3-2001	Maintenance of electrical works for residential and non-residential Bldg in the campus
40	13-49/2013-14/IWST/RFO	28-11-2013	Repairing of over head Tank-reg
41	5-6/93-IWST	1-9-1993	Construction of buildings under world bank project
42	Nil	---	Campus and building drawings
43	13-28/2013-2014/IWST/RFO	6-2-2013	Minor works -reg
44	13-37/2013-14/IWST/RFO	12-3-1013	Painting works for Type-I quarters
45	No.55,56	nil	Field Stations of IWST Gottipura & Nallal
46	Nil	Nil	Minor / Major civil works at IWST
47	10-5/91-IWST	5-9-1991	Office accommodation taken on rent
48	5-7/96-IWST	30-12-96	Annual Repairs and Maintenance of residential and Non-residential building- Civil works
49	0-2/91-IWST	24-6-92	CPWD- Civil works –Building File
50	5-2/96-IWST	30-10-2001	Construction of new laboratories & workshops
51	0-2/89-IWST	18-2-94	Civil Repairs- by CPWD (Civil) Vol-III
52	5-2/89-iwst	29-6-1989	Accommodation for waltair Center
53	5-1/94-IWST/Vol-I	30-6-94	Building Miscellaneous
54	5-2/98-IWST/Repair	26-2-03	Cleaning of Glass surfaces of New workshop building Guest house Old Scientist Hostel Cleaning of Toilets- Bathrooms
55	5-1/97-IWST	22-7-97	Construction of Shore Building at Visakhapatnam – World Bank Project
56	0-9/89-IWST	20-7-89	Archirial Policy resolution- Compilation of 16 <sup>th</sup> report of Director of Archires
57	02-/89/IWST	29.10.90	Civil Repairs by CPWD (Civil)
58	5-1/93 /IWST	26.02.93	Constructions of additional Flats
59	5-2/ 2001/IWST	30.05.2002	Providing cement concrete hump in front of Main Gate.
60	5-6/98/ IWST	04.09.98	Construction of Type IV (8 no's Quarters)
61	02-/89/IWST/2953	16.10.89	Construction of 44 no's of residential Quarters
62	5-3/93/ IWST	16.03.93	Providing permanent road from Old FRL Building upto the newly built type VI house.
63	5-6/95/ IWST	04.10.95	Construction of additional structure over the main building.
64	5-3/92- IWST	19.03.92	Planting of Tree species in IWST , Bangalore
65	No.43- collection no.4	From 01.12.73 to	Handing over of the old building to the Mysore Forest dept.

		30.09.77	
66	3/ R Fo/2012-2013 Vol. no. 2	09.02.2012	Emergency work for civil
67	---	---	Inventories of Laboratory and workshop Buildings.
68	---	---	Inventories of Vana Vignan Buildings.
69	---	---	Inventories of 44 no's residential Quarters.
70	5-12/25005-IWST	27.06.2005	Submission of Estimates / Civil works-I
71	5-12/2005-IWST/GH/Vol.III	06.03.2007	Carpet and Seal coat of Road from Type-I and Type II
72	5-6/2004-IWST / Vol. I	12.02.2009	Allotment of Type-VI Residential Quarters at IWST , Bangalore
73	---	---	KEB Bills
74	5-11/2002-IWST	19.02.2003	Construction of Compressor Room
75	5-11/2002-IWST	27.09.2002	Replacing & Bathroom lines Campus office ( Civil)
76	5-1/2001-IWST	19.03.2001	Maintenance of Civil works in the campus calling tenders from private agency
77	5-11/2010-IWST/ Bldg/		Construction of Training Facility Center and Wood Machinery Workshop Building for IWST Bangalore
78	89/IWST/Misc.20	07.12.1989	Procurement of Khata certificate
79	R.SI/no.92	From 08.01.51 to 23.7.60	Transfer of forest research laboratory from Govt. of Mysore to Govt. of India
80	R.SI/no.91	From 01.04.56 to 07.02.58	Establishment (from 25.01.57 to 07.02.58) Transfer of staff from Govt. of Mysore to Govt. of India and fixation of the salary under Govt. of India
81	R.SI/no.93	From 08.05.58 to 16.07.81	Terms and conditions of appointment of staff of Forest Research Laboratory, Bangalore taken over by the Govt. of India from Govt. of Mysore
82	5-4/2004-IWST/	17.02.2004	Allotment of Type-I residential quarter (F-1 to F-20)

### List of files related to Miscellaneous Section

Sl.No.	File No.	Date of Opening the file	Subject
1	9-4/99-IWST/ Vol-II	1-2-2007	Correspondence with WBD (Marine) Visakhapatnam
2	9-7/2004-IWST / Audit / Bldg/	-09-2004	Correspondence related to Audit of Bldg Section-IWST Bangalore (ICFRE / Scientific Audit)
3	9-2/2011-IWST / Coord (F)	01.08.2011	Correspondence with BBMP Dismantling of Main Road Compound wall -(Main Gate)
4	----	----	ICFRE, Compendium Rules.
5	9-4/99-IWST	01.10.99	Correspondence with WBD ( Marine) Visakhapatnam centre
6	13-41/ IWST/ RFO /	01.07.13	Disposal of Illegally felled Sandal Wood

	2013-14		
7	9-18/2000-IWST	28.03.2000	Record/Indexing/Weeding out of IWST files & records (closed)
8	9-2/IWST/CFP/92	17.09.92	Regarding field stations (Gothipura and Nallal)
9	9-4/2004-IWST/ Misc.	14.01.2004	Miscellaneous Correspondence & Estates-reg.

## **RANGE FOREST OFFICER**

Name : Ms. SIMMI  
Designation : RANGE FOREST OFFICER

### **Duties**

- 1) Civil works
- 2) Campus maintenance including residential quarter
- 3) Electrical maintenance
- 4) Security
- 5) IWST Museum
- 6) Watch and ward
- 7) Sewerage and Garbage clearance
- 8) Operation of effluent treatment plant
- 9) Water supply in the campus
- 10) Contract labor maintenance
- 11) Supervising the Security Attendant engaged in campus maintenance
- 12) Maintenance of Timber
- 13) Development works of roads at IWST campus including the roads in front of the Guest House and residential quarters
- 14) Bank guarantees, Security deposits in original, if any
- 15) Sandal wood logs

Contact Number : 080-22190-127.  
Administrative powers : Nil  
Financial powers : Nil

### **Duties of staff of RFO Office**

- 1) Shri R.P Goswami will carry out campus works etc as entrusted by the Range Officer from time to time.
- 2) Shri Narayana ,R.A Gr.II will carry out the electrical works and handling of mikes during all meetings and functions conducted at IWST.
- 3) Shri Thandavan, Security attendant is assigned the duty to open and close all the doors of the office Buildings of the campus and part time duty of watch and ward of museum.
- 4) Shri Jayaram, Driver is assigned the duty to water the plants in the morning hours and the museum in the afternoon.
- 5) Smti Nagamma, Sanitation attendant is assigned the duty of upkeeping of and sweeping of roads.

- 6) Shri Manjunath, Security Attendant is assigned the duty to look after the ETP and other duties of the Range officer from time to time.
- 7) Shri Venkateshmurthy is assigned the duty of file movements of the Campus In- charge,,RFO office and Library and other duties as assigned from time to time.
- 8) Shri Umbrish is assigned with the security duty at the gate and during the off days he will attend the Range Office and attend the duties as assigned to him from time to time.
- 9) Shri Chandrasen is assigned with the security duty at the gate and during the off days he will attend the Range office and other duties as assigned to him from time to time.
- 10) Shri Lakanna is assigned with the security duty at the gate and during the off days he will the museum duty.

### List of files related to Range Forest Officer

List of Files		
Sl.No	File No	Subject
1	13-1/IWST/RFO/2014-15	Aqua Guard
2	13-2/IWST/RFO/2014-15	Establishment
3	13-3/IWST/RFO/2014-15	Manpower
4	13-4/IWST/RFO/2014-15	Bills of security
5	13-5/IWST/RFO/2014-15	Maintenance of computer
6	13-6/IWST/RFO/2014-15	General campus works
7	13-7/IWST/RFO/2014-15	FA cash accounts
8	13-8/IWST/RFO/2014-15	Security
9	13-9/IWST/RFO/2014-15	Sandalwood protection reports
10	13-10/IwST/RFO/2014-15	Construction of Garbage bins with additional protection cover
11	13-11/IWST/RFO/2014-15	ETP Tender-Tendering of ETP
12	13-12/IWST/RFO/2014-15	Garbage Tender
13	13-13/IWST/RFO/2014-15	Electrical tender
14	13-14/IWST/RFO/2014-15	Water supply tender
15	13-15/IWST/RFO/2014-15	Purchase of gardening materials
16	13-16/IWST/RFO/2014-15	Tea and snacks bills and other food bills related to official requirement
17	13-17/IWST/RFO/2014-15	Allotment of rooms /stores for RFO
18	13-18/IWST/RFO/2014-15	FA for national days
19	13-19/IWST/RFO/2014-15	Circular
20	13-20/IWST/RFO/2014-15	Indent for furniture in lecture hall
21	13-21/IWST/RFO/2014-15	TIG Manpower etc
22	13-22/IWSTT/RFO/TIG/2014-15	Sandal plantation in main lawn

23	13-23/IWST/RFO/2014-15	Sandalwood protection & Security
24	13-24/IWST/RFO/2014-15/Sandal	Disposal of sandalwood
25	13-25/IWST/RFO/2014-15	Purchase of AC for Director's chamber
26	13-26/IWST/RFO/2014-15	AMC Electricals
27	13-27/IWST/RFO/2014-15	Balaji bills Emergency file
28	13-28/IWST/RFO/2014-15	Eucalyptus and acacia trees in the campus
29	13-29/IWST/RFO/2014-15	Medicinal plantation
30	13-30/IWST/RFO/2014-15	Bore well motor and pump repair reg
31	13-31/IWST/RFO/2014-15	Painting for Guest house and SH
32	13-32/IWST/RFO/2014-15	Processing Amc for 2015-16
33	13-33/IWST/RFO/2014-15	Repairing and purchase of mice system
34	13-34/IWST/RFO/Labour	Labour commissioner's correspondence reg:
35	13-36/IWST/RFO/E proc	E processing of service for 2016-17
36	13-37/RFO	Bamboo seminar

### **Budget allocated during the current year for different works and expenditure incurred**

Sl.No	Budget head/Subhead	Budget allotment for 2015-16 in Lakhs.	Expenditure in Lakhs
	<b>Infrastructure</b>		
1.	Electricity Charges	23.14	15.77
2.	Repair & Maint.of Infr.assets		
3.	Roads and Buildings	3.50	1.11
	<b>Others</b>		
4.	Other Misc. Exp	40.23	27.93
5.	Books and Jornals	Nil	Nil

### **Particulars of facilities available to citizens and for public use:**

The wood museum and interpretation centre is open to public on all working days, free of cost.