

## COORDINATOR (FACILITIES)

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

### List of files in Coordinator (Facilities) Division

Sl. No.	File No	Subject
1.	0-1/Coord (F) IWST/2011	Orders / Circular issued by Director / GCR, IWST
2.	0-2/ Coord (F) IWST/2011	Letters / Order / Circulars received from ICFRE
3.	0-3/ Coord (F) IWST/2011	Museum Duty - Circulars
4.	2-1/ Coord (F) IWST/2011	Budget file - Coord(F) Division
5.	3-1/ Coord (F) IWST/2011	Printer Cartridge - Sanction / Approval
6.	6-1/IWST/2011/Coord (F)	Research papers-Dr. K. Murugesan, IFS
7.	6-1/2013/ IWST/FB	Research Projects-FB Division
8.	6-2/IWST/2013/IWST/FB/MPR	Monthly Progress Report of FB Division
9.	6-3/ IWST/2013/FF	All India Coordinated Project ( Dr. K.M)
10.	6-4/IWST/2014/IWST/FB/Ph.D	Research Scholar
11.	7-1/ Coord (F) IWST/2011	CR of Staff of Coord (F) Division
12.	7-2/Coord(F)/IWST/2015	Annual Immovable Property Return
13.	9-1/ Coord (F) IWST/2011	Miscellaneous Correspondance, Vol-I, Vol-II
14.	9-1/2012/IWST/FB	Miscellaneous Correspondence- FB Division
15.	9-2/ Coord (F) IWST/2011	Letters / Circulars issued by Coord (F)/ DCF
16.	9-2/99-2000/IWST/Coord (F)	All India Forest Sports Meet
17.	9-3/Coord (F) / IWST/2011	Hindi Circular
18.	9-5/ Coord (F) IWST/2011	Minutes & Proceedings received from Director, IWST
19.	9-6/ Coord (F) IWST/2011	Handing over & Taking over charge-Officers / Scientists / Staff-Coord (F) Division
20.	9-7/ Coord (F) IWST/2011	Library
21.	9-8/ Coord (F) IWST/2011	Attendance File of Staff - Coord (F) Division
22.	9-9/Coord (F)/DCF/IWST/2013/ Kisan Mela	Kisan Mela-2013
23.	9-10/Coord (F) IWST/2011	Minutes of Stakeholders Liaison Meet
24.	R & R / Review/2013/IWST	Review of R & R Compliance and pending statutory clearance of iron ore mining leases.
25.	ACMR-25/DG-ICFRE/BCT- Tour/2012-13	Mines correspondence letters
26.	CI/RH/CCL/Applications	Staff of Coord (F)
27.	File Movement Register	Coord (F) Division
28.	Financial Sanction Register	From 01.04.2009 to 30.08.2011 ( Vol-IV)
29.	Dairy Register of Co (F)	Vol-I , Vol-II and Vol-III
30.	Despatch Register	Coord (F) Division

### List of Vigilance Files

1	1-1/95-IWST Vol. I	Quarterly Vigilance Report.
2	1-1/95-IWST/Vig/Vol.II	Quarterly Vigilance Reports.
3	1-1/2009-IWST/vig	Vigilance enquiry of Mr. B. Nagaraja, Driver.
4	9-1/93-IWST	Vigilance Miscellaneous correspondences.
5	1-2/2004/IWST/Vig	Disposal of pending disciplinary prosecution cases and complaints.
6	1-9/98-IWST	Establishment of vigilance.
7		Vigilance meeting.
8	0-12/IWST/Vig./1999	Collaboration of sandal wood project with Australia.
9	0-12/IWST/Vig./2000	Correspondence reg. facsimile Lr. Transmitted addressed to the president/CED from Samuel Ker.
10	3-3/94-IWST/Vig	Police case.
11	3-3/WB/IWST	Theft of articles from Tata 1510 SE-truck.
12	MLB/98/	Missing of library books.
13	7-1/94-IWST	Central vigilance commission report.
14	7-2/2005/VAW/CF	Vigilance awareness week.
15	9-7/IWST-WPU/mis. Conf/2004/262	Anonymous letter.
16	Case No. 1/vig	Misuse of Govt. vehicles by Shri. S. A. Hussain.
17	Case No. 2/vig	Misconduct and dereliction of duties by Sri. B. Ramachandran, OS.
18	Case No. 3/vig	Sri. S.A. Hussain, UDC – Misconduct and dereliction of duties against theft of Govt. cash from cash chest.
19	Case No. 4/vig	Sri. P. Ravikumar, LDC – Misconduct and dereliction of duties against theft of Govt. cash from cash chest.
20	Case No. 5/vig	Sri. A.K. Pranesh, UDC – Embezzlement of Govt. money relating to guest house misconduct and dereliction of duties.
21	Case No. 6/vig	Sri. A.K. Pranesh, UDC – submission of fraudulent TA tour claim.
22	Case No. 7/vig	Smt. P.R. Triveni RA-I (SG) – Dereliction of duties by unauthorized absence from duty.
23	0-12/Vig/IWST/WPU/96	Vigilance case of Shri. A.K. Pranesh, UDC
24	9-2/IWST/2004/Vig	Vigilance Clearance Certificate.
25	7-1/94-IWST	Central Vigilance Commission's Report.
26	1-9/98-IWST	Establishment vigilance report CVO-ICFRE Monthly report on pending outstanding disciplinary prosecution cases/complaints.
27	0-23/IWST/Vig	Complaint regarding tender for the maintenance of effluent treatment plant and civil works at IWST.
28	0-24/IWST/Vig	Compliant against Head, FRC, Hyderabad & Others.
29	Register	Vigilance

## List of RTI Files

1. Correspondence on RTI Act. 2005 Vol.1(2005 -2009)
2. Correspondence on RTI Act. 2005 Vol.2 (2010)
3. Correspondence on RTI Act. 2005 Vol.3 (2011)
4. Correspondence on RTI Act. 2005 Vol.4 (2012)
5. Correspondence on RTI Act. 2005 Vol.5 (2013)
6. Correspondence on RTI Act. 2005 Vol.6 (2014)
7. Correspondence on RTI Act. 2005 (other than ICFRE institutes)
8. Correspondence on RTI Act. 2005 (matters related to Appellate Authority)
9. Correspondence on RTI Act 2005 (matters related to Sri C. Jagannath Reddy)
10. Correspondence on RTI Act 2005 (ICFRE –ACMR)
11. Correspondence on RTI Returns (Monthly /Quarterly/Annually)
12. Internal Audit report of RTI
13. RTI Register

## List of existing files in Coordinator(Facilities)Office/Vehicle In-charge

Sl.No.	File.no	Name of the file
1.	Coord (F)/IWST/2012/ Vehicle KA-04-ML-2774	Maintenance of Bolero Jeep
2.	Coord (F)/IWST/2012/ Vehicle KA-04-MK-7357	Swift Dzier Car Maintenance
3.	Coord (F)/IWST/2012/ Vehicle KA-04-P-4442	Maintenance of Commander Jeep
4.	Coord (F)/IWST/2012/ Vehicle KA-04-MK-7357	Purchase of Swift Dizer Vehicle (Maintenance & Insurance)
5.	5-3/2012/IWST/Coord(F)	Allotment of Vehicles for Election / Pulse Polio
6.	Coord (F) / IWST/ Court case/KA-04-N-1164	Accident case of Vehicle No. KA-04-N-1164
7.	12-2/Coord(F)/IWST/New Vehicle purchase /2012	Purchase of new Vehicles for IWST Bangalore.
8.	Coord (F)/IWST/2012/ Vehicle KA -04-N 1164	Maintenance & Vehicle Insurance
9.	Coord (F) / IWST/ 2003/ KA-04-N-3216	Maintenance File-Commander Jeep
10.	Coord(F)/IWST/vehicles/ KA-04-N-1166	Maintenance File- Commander Jeep
11.	Coord (F)/IWST/2012/ Vehicle KA-04-P-4439	Maintenance file-Maruthi Gypsy
12.	Coord (F)/IWST/2012/ Vehicle KA-04-P-4438	Maintenance file-Maruthi Gypsy
13.	Coord (F)/IWST/2012/ Vehicle KA-04-P-4442	Insurance File
14.	Coord (F)/IWST/2012/ Vehicle KA-04-P-1166	Insurance File
15.	Coord (F)/IWST/2012/ Vehicle KA-04-N-3216	Insurance File
16.	Coord (F)/IWST/2012/ Vehicle KA-04-P-4438	Insurance File
17.	Coord (F)/IWST/2012/ Vehicle KA-04-7154 Coord (F)/IWST/2012/ Vehicle KA-04-6329	Original documents surrendered to RTO North on 10.03.2008 for exception of Road Tax
18.	Coord (F)/IWST/2012/ Vehicle AP-3IV-1583	Vehicle charged to AP-3A AY5684 on 03.12.2008 for RTA Vishakhaptnam vide Scientist incharge, WBD Marine centre, Vizag

19.	Coord (F) / IWST/Pvt.purpose/ vehicles	Govt. Vehicles used for private purpose
20.	Coord (F)/IWST/2012/ Vehicle KA-04-MP-1611	Maintenance & Vehicle Insurance
21.	Coord (F) / IWST/new vehicles purchase/2008	Procurement of New Vehicles-2008-IWST,Bangalore
22.	Coord (F)/IWST/2012/ Vehicle KA-04-P-4439	Insurance File
23.	Vehicle Section	Tour file
24.	Coord (F)/IWST/2012/ Vehicle KA-04-M-764	Original Documents
25.	9-1/IWST/2012/Vehicles	Miscellaneous
26.	-do-	Circular for Vehicle
27.	-do-	Drivers leave application copies file
28.	Vehicle Section Co (F)	Conveyance Charges
29.	3-3/97-IWST/ Coord (F)/	Condemnation of Vehicles
30	Coord (F)/IWST/2013/ Seminar/Meeting	National Bamboo Seminar Meeting

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

Sl. No.	Name of Officer & Employees	Designation	Functions and duties
1.	Dr. K. Murugesan, IFS	Conservator of Forests Coordinator (Facilities), Vehicle in-charge, Vigilance Officer & Public Information Officer	<ol style="list-style-type: none"> <li>1. Assisted the Director, IWST in executing various development activities of IWST.</li> <li>2. As Vigilance Officer completed enquiry related to Vigilance and discipline of 11 no. of cases.</li> <li>3. As Vigilance Officer sending quarterly vigilance report to CVO, ICFRE.</li> <li>4. As Vehicle in-charge maintenance and allotment of vehicles of the institute.</li> <li>5. As Public Information Officer sending quarterly RTI reports to the PIO, ICFRE, Dehradun.</li> <li>6. In addition as per the order of Director worked as Under Secretary in his absence. Research on wood &amp; wood products. Administrative functions of the division as Head, entertaining the technical enquiries etc.</li> </ol>

2.	Smt S. Bhavani	Stenographer, Gr-I	<ol style="list-style-type: none"> <li>1. Attending stenography and typing works, noting, drafting of official correspondence of Coordinator(F) Division.</li> <li>2. Maintenance of all registers ,diary and dispatch entries of outward and inward letters received of the division and keeping the confidential records.</li> <li>3.Sending circulars through e-mail to all HoD's, quarterly report of Vigilance, RTI correspondence letters and quarterly report of RTI .</li> <li>4. Receiving letters from Director, Group Co-ordinator, IWST, HOD's, ICFRE and MoEF &amp; CC and submitting the same to Coordinator(Facilities).</li> </ol>
3.	Sri B.C. Ramakrishna	Lower Division Clerk	<ol style="list-style-type: none"> <li>1. Attend to the works assigned by Coordinator(Facilities)</li> <li>2. Maintenance of Vehicle indent register, log books, stock entry of fuel/repair. Preparation of statements of bills of fuel/tours etc.,</li> <li>3. Maintenance of files of all vehicles.</li> <li>4. Sending leave applications of C.L., E.L and Commuted Leave etc., through IFRIS of the staff of Coordinator(Facilities) division.</li> </ol>
4.	Shri S. Megaraj	Driver Gr-I	All the five drivers are driving official vehicle for field and tours.
5.	Shri B.Nagaraj,	Driver Gr.I	
6.	Shri L. Chandrashekara Rao,	Driver Gr.II	
7.	Shri T.R. Nagaraj,	Driver Gr.II	
8.	Shri Iqbal Khan,	Driver (Ordinary Grade)	
9.	Smt M. Mamatha	MTS (Sanitation Attendant)	Attending the works as Office Attendant to Coordinator(Facilities)

### **Environment Management Unit (EMU)**

<b>Sl.No.</b>	<b>Name of the Officer/Scientist</b>	<b>Designation</b>	<b>Area of Specialization</b>
1.	Dr. K. Murugesan, IFS Head, Environment Management Unit (EMU)	Conservator of Forests	Forest and Wildlife
2.	Smt Praneetha Paul, IFS	Deputy Conservator of Forests	Forest and Wildlife
3.	Dr. B.N. Divakara	Scientist-D	Tree Improvement
4.	Sri B.S. Chandrashekar	Scientist-C	Taxonomist
5.	Dr. Surendra Singh Bist	Scientist-C	Phyto-chemistry
6.	Sri N.C.M. Rajan	Scientist-C	Hydrologist/Watershed Management
7.	Dr. P. V. Somashekar	Research Assistant Gr-I (Gen)	Tree Improvement
8.	Smt G. Vijayalakshmi	Research Officer, Gr-I	Wood Protection

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

Coordinator(Facilities) has been vested powers to sanction up to Rs 2000/-

4. Procedure to be followed, decision making including supervision and accountability.  
Decisions are taken at Institute level by Director and supervision and accountability by Coordinator(Facilities).

5. Statement of categories of documents that are held by it or under its control.  
All the files related to Coordinator (Facilities) are maintained subject wise ACR's, AIPR, Attendance Register, Log books of the Drivers, Vehicle Indent Register, File Movement Register, Despatch Register, Section Diary Register, sending applications of Casual Leave, Commuted Leave and Earned Leave of staff of Coordinator(Facilities) through IFRIS.

6. Consultancy work carried out in your division

Nil

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

<b>Sl. No.</b>	<b>Name of Officer &amp; Employees</b>	<b>Designation</b>	<b>Telephone number</b>
1	Dr. K. Murugesan, IFS	Conservator of Forests Coordinator(Facilities)	080-22190106
2	Smt S. Bhavani	Stenographer Gr-I	080-22190137
3	Sri B.C. Ramakrishna	Lower Division Clerk	080-22190132
4	Shri S. Megaraj	Driver Gr-I	080-22190132, Res: 22190263
5.	Shri B.Nagaraj,	Driver Gr-I	080-22190132

6.	Shri L. Chandrashekara Rao,	Driver Gr-II	080-22190132, Res: 22190271
7.	Shri T.R. Nagaraj,	Driver Gr-II	080-22190132
8.	Shri Iqbal Khan,	Driver (Ordinary Grade)	080-22190132
9.	Smt M. Mamatha	MTS (Sanitation Attendant)	080-22190132

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

**BUDGET ALLOTMENT FOR THE YEAR 2015-2016**

Head	Allotment		Expenditure	
	2014-2015	2015-2016	2014-2015	2015-2016
<b>Vehicle Running (Fuel)</b>	Rs. 4.0 lakhs	Rs. 1.87 lakhs	Rs. 4.19 lakhs	Rs. 92,000.00
<b>Vehicle Maintenance (Repair)</b>	Rs 4,19,000.00	Rs 1,20,000.00	Rs 4,01,000.00	Rs. 20,000.00
<b>Tax &amp; Insurance</b>	Rs. 75,000.00	Rs. 65,000.00	Rs. 62,000.00	Rs. 59,000.00

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

Nil