

DIRECTOR'S OFFICE

Director Office, IWST, Bangalore is as follows:

1. Maintenance of all records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act.		
<u>List of files</u>		
1. 7-5- / IWST / CR / Confi / 2013 2. 7-5 / IWST / FCS / Confi / 2014 3. Dir / IWST / RTI/Confi / 2012 4. Dir / IWST / Misc/Confi /2012 5. Dir / IWST / CVO /2012 6. Dir / IWST / Tech.Misc/2012 7. Dir / IWST / Misc / 2014	Annual Confidential Reports (ACR) Flexible Complementary Scheme Correspondence related to RTI Miscellaneous Confidential correspondence Correspondence letters with CVO, ICFRE Technical miscellaneous (projects & Research) Miscellaneous Correspondence	
2. Functions and duties of each employees working in your division.	Sri. Surendra Kumar, IFS Director	Exercising the Administrative and Financial powers delegated to him by the Director General, ICFRE, Dehradun as per ICFRE Compendium. As Head of the Institute possess over all control of Administrative and Research activities of the Institute.
	Smt. T.S. Lalitha, PS	Providing Secretarial Assistance to Director
	Mr. Vijayan M.R., Steno-I	Providing stenographic assistance to Director
	Mr. Saikat Banerjee, RA-II	Scrutinizing of inward and outward files and file management of Director Office.
	Mr. M. Rajanna	Office Attendant to Director's Office
3. Financial/Administrative power of an employee in your division.	According to the norms of ICFRE	
4. Procedure to be followed, decision making including supervision and accountability.	Decisions are taken at Institute level by Director including supervision and accountability.	
5. Statement of categories of documents that are held by it or under its control	Files and Registers are maintained subject wise (As mentioned in Sl. No. 1)	
6. Consultancy work carried out in your division.	Nil	
7. Directory of employees with name, designation and telephone number.	Sri. Surendra Kumar, IFS - 080 22190101 Director Smt. T.S. Lalitha, PS - 080 22190102 Vijayan M.R - 080 22190117 Steno, Gr-I Saikat Banerjee - 080 22190117 RA-II M. Rajanna, - 080 22190117 Office Attendant	
8. Budget allocated during the current year for different projects and expenditure incurred.	Copy enclosed.	
9. Particulars of facilities available to citizens and for public use.	Established Wood museum and interpretation centre which is open to public on all working days.	