

### Establishment Section

1.	Maintenance of all records duly catalogued and indexed in a manner and form which facilitates the Right to Information under this Act.	Some records pertaining to Establishment Section i.e. Name list of Staff, List of Files, Sanctioned Strength, Service Records etc. have been computerized and indexed to facilitate information under RTI Act.
2.	Functions and duties of each employee working in your division.	The duties of the employees of Establishment Section are as follows:-
(i)	B.J. Kaanthimathi, Section Officer	<ol style="list-style-type: none"> <li>1. Over all incharge of Establishment Section. Supervises the work done by the subordinates in the Section. Also attending the following subject matters.               <ol style="list-style-type: none"> <li>a) Transfers</li> <li>b) Maintenance of SC/ST/OBC rosters for promotion and direct recruitment.</li> <li>c) Promotions of Group-'C' &amp; 'D' staff</li> <li>d) Recruitments of Group-'C' &amp; 'D'</li> <li>e) Seniority of Group-'C' &amp; 'D'</li> <li>f) Departmental Promotion Committee</li> <li>g) Financial upgradations of Gr.C &amp; D staff under A.C.P. Scheme.</li> <li>h) Retirement / Voluntary retirement</li> <li>i) Resignations</li> <li>j) Cases of absorption into ICFRE</li> <li>k) Disciplinary Cases.</li> <li>l) Maintenance of Establishment Register &amp; Incumbancy Register</li> <li>m) Submission of reports to ICFRE regarding sanctioned posts / vacancy details thereof.</li> </ol> </li> <li>II. In addition to the above, attending additional duties of DDO in absence of regular D.D.O.</li> </ol>
(ii)	S.R. Bhuvaneshwari, Assistant	<ol style="list-style-type: none"> <li>a. Maintenance of all Service Books.</li> <li>b. Maintenance of all Leave records.</li> <li>c. Monthly/Quarterly/Annual Reports.</li> <li>d. Attending to PIMS works.</li> <li>e. Day to day correspondences of the Section.</li> <li>f. In addition to the above, attending the works assigned by the Section Officer regularly.</li> </ol>
(iii)	B. Beerappa, LDC	<ol style="list-style-type: none"> <li>a. Attends diary and despatch work of the Institute, in addition to the above, attending the works as when assigned by the Section Officer.</li> </ol>

(iv)	V. Bhanumathy, LDC (only in forenoon)	a. b. c. d. e. f. g.	Flexible Complimenting Scheme of scientists. O&M Inspection. Correspondences of SRF/JRF/PA/FA. Record Room work. Day to day correspondence of the Section. Maintenance of Vacancy Register. In addition to the above, attending the works assigned by the Section Officer / D.D.O. regularly.
3.	Financial/Administrative power of an employee in your division.		Nil
4.	Procedure to be followed, decision making including supervision and accountability.		As soon as the official letters/references/cases are received in the section the same are put up to the Director, IWST through proper channel for decision making and disposal.  The files and registers of Establishment Section are subject to various audit i.e. Internal Audit, AG Office Audit, ICFRE Audit, Vigilance, O&M Inspection of Ministry etc.
5.	Statement of categories of documents that are held by it or under its control.	1. 2. 3. 4. 5.	CCS (CCA) Rule Books FRSR Rule Books; Swamy's handbooks. Compendium of ICFRE Establishment Manual, Conduct Rules; GFR rule Books etc.
6.	Consultancy work carried out in your division.		N.A.
7.	Directory of employees with name, designation and telephone number.	1. 2. 3. 4.	B.J. Kaanthimathi, Section Officer - 080-22190114 S.R. Bhuvaneshwari, Assistant - -do- V. Bhanumathy, LDC - -do- B. Beerappa, LDC - 080-22190112
8.	Budget allocated during the current year for different projects and expenditure incurred.		N.A.
9.	Particulars of facilities available to citizens and for public use.		N.A.

## Accounts Section

1.	Maintenance of all records duly catalogued and indexed in a manner and form which facilitates the Right to Information under this Act.	Some records pertaining to the Accounts Section i.e. Forest Advance Register; Tour Advance Register; Pay Bill Register; Bill Register; Cheque Drawn Registers etc. are being computerized and indexed to facilitate information under RTI Act.
2.	Functions and duties of each employee working in your division.	The duties of the employees of Accounts Section are as follows:-
(i)	Smt. T. Vijayakumari, Assistant	<ol style="list-style-type: none"> <li>1. Leave Salary and pension Contribution</li> <li>2. Medical bills, ICFRE Pensioners Health Scheme of retired employees</li> <li>3. GPF advances /withdrawals</li> <li>4. Audit related works</li> <li>5. Calculation of pro-rata pension</li> <li>6. Retirement benefits like pension, Leave encashment, gratuity etc.</li> <li>7. Preparation of fellowship bills of SRF/JRF/PA of Internally Aided projects.</li> <li>8. Correspondence of GSLIS; CGEGIS; New Pension Scheme</li> </ol>
(ii)	Sri Nagaraju, Assistant	<ol style="list-style-type: none"> <li>a. Preparation of Receipts &amp; Payments</li> <li>b. Preparation of Revised Estimates &amp; Budget Estimates</li> <li>c. Maintenance of register of Annual Accounts; Monthly accounts; TA ; LTC ; Tuition fees; Children Education Allowance; OTA; One Time Special Grant;</li> <li>d. Preparation of Ledger</li> <li>e. Working as E-Champion</li> </ol>
(iii)	Sri K.R. Ramaiah, UDC	<ol style="list-style-type: none"> <li>a. Preparation of pay bills,</li> <li>b. Maintenance of Pay bill registers of plan &amp; Non-Plan</li> <li>c. Fixation of pay;</li> <li>d. Income Tax,</li> <li>e. Preparation of newspaper bills;</li> <li>f. Local Conveyance bills ;</li> <li>g. Salary remittances etc.</li> </ol>
(iv)	Smt. Latha Narayanan, LDC	<ol style="list-style-type: none"> <li>a. Maintenance of External Aided projects (EAPs) ;</li> <li>b. Maintenance of Bank Accounts of all the projects</li> <li>c. Preparation of Receipts &amp; Payments of EAPs</li> <li>d. Maintenance of cash books of EAPs</li> <li>e. Preparation of Ledger &amp; Annual accounts &amp; Utilization</li> <li>f. Certificates of projects</li> <li>g. SRF/JRF / P.A. fellowships</li> <li>Maintenance of tour &amp; F.A. Registers</li> </ol>
v)	Sri T. Kumar, LDC	Working as Cashier, Maintenance of cash books
v)	Smt. Rajashri, LDC	Helping to all the above staff members
3.	Financial/Administrative power of an employee in your division.	Only Drawing & Disbursing Officer has financial powers upto Rs.2,500/-

4.	Procedure to be followed, decision making including supervision and accountability.		As soon as the official letters/references are received in the section the same are put up to the Director, IWST through proper channel for decision making and disposal.  The files and registers of Accounts Section are subject to various audit i.e. Scientific audit; Ministry audit; Internal Audit, ICFRE Chartered Account Audit, Vigilance, O&M Inspection of Ministry etc.
5.	Statement of categories of documents that are held by it or under its control.	1. 2. 3. 4. 5	FRSR Rule Books; Swamy's handbooks. Compendium of ICFRE Establishment Manual, Conduct Rules; GFR rule Books etc. T.A./D.A. , GPF & Medical Attendances Rules books
6.	Consultancy work carried out in your division.		N.A.
7.	Directory of employees with name, designation and telephone number.	1. 2. 3. 4.	Smt. T. Vijayakumari - 080-22190108 Sri Nagaraju - 080-22190109 Sri K.R. Ramaiah .. -do- Smt. Latha Narayanan .. -do- Sri T. Kumar .. 080-22190108 Smt. Rajashri .. -do-
8.	Budget allocated during the current year for different projects and expenditure incurred.		Rs.1136.00 lakhs allocated during the financial year 2015-16  Rs.930.11 lakhs spent as on 19-02-2016
9.	Particulars of facilities available to citizens and for public use.		N.A.