

IWST GUEST HOUSE AND SCIENTIST HOSTEL IN-CHARGE

Name : Dr. Anil Kumar Sethy
Designation : Scientist-D
Duties : Look after the overall functioning and maintenance of guest house and scientist hostel, carry out room reservation and ensure collection of room rents and its remittance to the office, formulation and execution of research projects, looking after the Research Information Management Systems (RIMS).

Contact No. : 080-22190172
Administrative Power : Nil
Financial power : Rs. 2500/- against sanctioned Forest Advance

List of Files/log book maintained:

Sl. No.	File Number	Subject
1	No. 9-20/IWST/GH/SH/2011	FA Financial towards monthly routine expenditure (Washing, Cable connections, news paper etc.)
2	No. 9/20/2000-IWST	Guest house maintenance/materials purchase
3	No. 9/9/2010/IWST/GH/SH	Forest Advance File
4	No. 5-1/2003-IWST	Transit accommodation in Scientist Hostel
5	No. 5-3/2001-IWST	Running of guest house in the campus
6	No. 5/13/2009/IWST/2009	Guest House- Correspondence to ICFRE
7	No. 9/20/IWST/GH/2011	Guest House Room allotment
8	Log book register	Visitors log book (GH/SH) for guest details including check in and check out details.

Employees under Guest House/Scientist Hostel:

Name : Mr. K. Sudarshan
Designation : RA-I
Duties : Supervision of the cleaning and maintenance works in the guest house and scientist hostel, maintaining log books, collection of room rents, preparation of receipts for the guest, remitting the rents to the accounts sections in time and maintenance of permanent stock register.

Contact No. : 080-22190277
Administrative Power : Nil
Financial power : Nil

Name : Mr. D. Venkatesh
Designation : RA-II
Duties : Supervision of the cleaning and maintenance works in the guest house and scientist hostel, maintaining log books, collection of room rents, preparation of receipts for the guest, remitting the rents to the accounts sections in time and maintenance of permanent stock register.

Contact No. : 080-22190277
Administrative Power : Nil
Financial power : Nil

Particulars of facilities available to citizens and for public use:

Rooms in the guest house and scientist hostel are given to the public on requisition and rent is collected as per the ICFRE norms.