

POLICY RESEARCH AND MARKETING DIVISION

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

The administrative and research documents pertaining to this division are maintained subject wise as per the enclosed list.

| SI No. | File Number | File Subject |
|---------------|-----------------------------|--|
| 1 | No.15-1/IWST/PRM/2013-2014 | Office order file |
| 2 | No.15-2/IWST/PRM/2013-2014 | Conducting Work Shop (internal) |
| 3 | No.15-3/IWST/PRM/2013-2014 | Charge handing over and taking over |
| 4 | No.15-4/IWST/PRM/2013-2014 | Correspondence with GCR Office |
| 5 | No.15-5/IWST/PRM/2013-2014 | Interactive Meeting |
| 6 | No.15-6/IWST/PRM/2013-2014 | Training attending File |
| 7 | No.15-7/IWST/PRM/2013-2014 | Forest Advance file |
| 8 | No.15-8/IWST/PRM/2013-2014 | Correspondence with Divisions |
| 9 | No.15-9/IWST/PRM/2013-2014 | Purchase File |
| 10 | No.15-10/IWST/PRM/2013-2014 | Miscellaneous Correspondence |
| 11 | No.15-11/IWST/PRM/2013-2014 | APAR record |
| 12 | No.15-12/IWST/PRM/2013-2014 | Research Projects file |
| 13 | No.15-13/IWST/PRM/2013-2014 | Correspondence with other Institutes |
| 14 | No.15-14/IWST/PRM/2013-2014 | Research Proposals |
| 15 | No.15-15/IWST/PRM/2013-2014 | Conducting work shop (External) |
| 16 | No.15-16/IWST/PRM/2013-2014 | I P M Policy |
| 17 | No.15-17/IWST/PRM/2013-2014 | Research Advisory Group Meeting |
| 18 | No.15-18/IWST/PRM/2013-2014 | Training for Bamboo Artisans of Karnataka & Adjoining States |
| 19 | No.15-19/IWST/PRM/2013-2014 | Training For Field functionaries of Karnataka & Adjoining State |
| 20 | No.15-20/IWST/PRM/2013-2014 | Training for Farmers of Karnataka & Adjoining States |
| 21 | No.15-21/IWST/PRM/2014-2015 | Study on Urban Composition of trees in Bangalore Urban Area |
| 22 | No.15-22/IWST/PRM/2014-2015 | Property Returns |
| 23 | No.15-23/IWST/PRM/2014-2015 | General Tours |
| 24 | No.15-24/IWST/PRM/2014-2015 | Study on implication of legislation / deregulation policy (2001) on sandal wood cultivation in Karnataka |
| 25 | No.15-25/IWST/PRM/2014-2015 | CS |

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| 26 | No.15-26/IWST/PRM/2015-2016 | Property Returns |
| 27 | No.15-27/IWST/PRM/2014-2015 | IWST Technology |
| 28 | No.15-28/IWST/PRM/2014-2015 | |
| 29 | No.15-29/IWST/PRM/2014-2015 | Co-Guide |
| 30 | No.15-30/IWST/PRM/2015-2016 | Implication of Krishi Aranaya Prothsahana Yojane (2011) by Karnataka Forest Department |
| 31 | No.15-31/IWST/PRM/2014-2015 | Ex. Project |
| 32 | No.15-32/IWST/PRM/2015-2016 | DNA based tracking system and rigormortis study for controlling illegal trade of important timber species |

1. Functions and duties of each employee working in your division

| Sl. No. | Name | Designation | Function and Duties |
|---------|---------------------------|--|--|
| 1. | Mr. M. Srinivasa Rao, IFS | Chief Conservator of Forest and Head of Division | Supervise administrative and research works pertaining to the division |
| 2. | Dr. Ritesh Tailor | Scientist–C | To plan, formulate and execute research projects Any other work given by the Director /GCR /HOD from time to time |
| 3. | Ms. P.R. Triveni | Research Officer Gr. I | To plan, formulate and execute research projects Any other work given by the Director /GCR /HOD from time to time |
| 4. | Mr. B.V. Thulasiram | Research Assistant Gr.II | Assist in research and office works. |
| 5. | Mr. Narasimhaiah | Lower Division Clerk | Maintenance of office records and other administrative works |
| 6. | Mr. Narayanaswamy | Office Assistant | Assist HoD and staff in division works |

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

The Head of division has been vested powers to sanction up to Rs. 5000/- and Principal Investigators of research Projects up to Rs. 2000/- based on the approval of the Director.

The Head of Division signs and endorses administrative matters of the division and also project related correspondences initiated by the principal investigators of projects.

3. Procedure to be followed, decision making including supervision and accountability.

Overall In-charge of the Institute is the Director. Therefore, most of the powers pertaining to administration and finance lies with him.

4. Statement of categories of documents that are held by it or under its control

As mentioned in No. 1 above

5. Consultancy work carried out in your division

-Nil-

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

| SI. No. | Name | Designation | Tel. No. |
|---------|---------------------------|--|----------|
| 1. | Mr. M. Srinivasa Rao, IFS | Chief Conservator of Forest and Head of Division | 22190158 |
| 2. | Dr. Ritesh Tailor | Scientist–C | 22190199 |
| 3. | Ms. P.R. Triveni | Research Officer Gr. I | 22190160 |
| 4. | Mr. B.V. Thulasiram | Research Assistant Gr.II (Gen) | 22190158 |
| 5. | Mr. Narasimhaiah | Lower Division Clerk | 22190160 |
| 6. | Mr. Narayanaswamy | Office Assistant | 22190161 |

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

Project entitled "Study on impact of legislation/policy (2001) on sandalwood cultivation in Karnataka" approved with a budget allocation of 3.18 lakhs, funding not provided so far.

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

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