

**WOOD BIODEGRADATION CENTRE (MARINE) IWST, VISAKHAPATNAM**

**List of Files**

CODE	FILE NUMBER	SUBJECT
1. ADM	0-1/10-WBC-M/ADM	GENERAL ADMINISTRATION MATTERS
2. NRR	0-2/ SL/NRR	PERSONAL FILE OF DR. N. RAMA RAO, SCIENTIST - E
3. MB	0-4/ SL/MB	PERSONAL FILE OF DR. M. BALAJI, SCIENTIST - B
4. MVR	0-5/ SL/MVR	PERSONAL FILE OF SRI. M. V. RAO, SCIENTIST - B
5. SLR	0-7/ SL/SLR	PERSONAL FILE OF SRI S. LAKSHMANA RAO, LDC
6. SN	0-8/ SL/SN	PERSONAL FILE OF SRI S. NOOKIAH, KHALASI
7. MD	0-9/ SL/MD	PERSONAL FILE OF SRI M. DAVID, KHALASI
8. KV	0-10/SL/KV	PERSONAL FILE OF SRI K. VENKATESU, CHOWKIDAR
9. AVP	0-11/SL/AVP	PERSONAL FILE OF SRI ANISH V. PACHU, RA.I
10. SAL	1-1/10-WBC-M/SAL	SALARY, ADVANCES
11. CLS	1-2/10-WBC-M /CLS	CASUAL LEAVE, COMPENSATORY CASUAL LEAVE
12. ACC	2-1/10-WBC-M /ACC	INDENTS, PURCHASES, QUOTATIONS
13. F.A.	2-2/10-WBC-M /F &C.A. (GEN)	FOREST ADAVANCES, CASH ACCOUNTS (GENERAL)
14. LPG	3-1/10-WBC-M /LPG	L. P. GAS
15. USS	3-2/10-WBC-M /USS	WRITING OFF OF UNSERVICEABLE PERMANENT STORES
16. STR	3-3/10-WBC-M /STORES	STORES
17. BLD	5-1/10-WBC-M /BLD	LAND, BUILDING, GENERATOR
18. TEL	5-2/10-WBC-M /TEL	TELEPHONE, FAX, INTERNET
19. VEH	5-3/10-WBC-M /VEH	VEHICLE
20. ELE	5-4/10-WBC-M /ELE	ELECTRICITY
21. RAG	6-1/10-WBC-M /RAG	RESEARCH ADVISORY GROUP
22. PUB	6-4/10-WBC-M /PUB	PUBLICATION OF RESEARCH PAPERS, BROCHURES, BULLETINS
23. EAP	6-5/10-WBC-M /EAP	EXTERNALLY AIDED PROJECTS
24. REP	6-7/10-WBC-M /REP	MONTHLY, HALF YEARLY, ANNUAL REPORTS
25. LIB	6-8/10-WBC-M /LIB	LIBRARY BOOKS
26. TUR	8-1/10-WBC-M /TUR	TOUR ADVANCES, BILLS
27. O.O.	9-1/10-WBC-M /O.O	CIRCULARS, OFFICE ORDERS, COPIES OF TRANSFER ORDERS
28. MIS	9-2/10-WBC-M /MIS	MISCELLANEOUS, VISITORS, SERVICES
29. W. WARD	10-2/10-WBC-M /W.W.	SECURITY SERVICES
30. SPC	11-2/SL/SPC	SPECIES, PROVENANCE AND CLONAL TRIALS ON CASUARINA
31. JFM	11-3/SL/JFM	COMMUNITY INVOLVEMENT IN COASTAL FORESTRY
32. EIL	11-4/SL/EIL	ENVIRONMENTAL IMPACT OF CCA LEACHATES
33. WBL	11-5/SL/WBL	WOOD BORER LARVE PROJECT
34. ICPC	11-6/SL/ICPC	COASTAL PLANT INVENTORY PROJECT
35. SYMP	11-7/SL/SYMP	SEMINARS/SYMPOSIA/WORKSHOP/MEETINGS
36. MOEF	11-8/SL/MOEF/MANGROVE	MOEF MANGROVE PROJECT
37. DST	11-9/SL/DST	MYTILOPSIS SALLAEI PROJECT
38. JRF	11-10/SL/JRF/MOEF	JRF FILE FOR MOEF PROJECT
39. NMRL	11-12/SL/NMRL	TBTO EFFI CACY PROJECT
40. BWMP	11-13/SL/BWMP	BALLAST WATER MANAGEMENT - VIZAG PROJECT
41. DST-JRF	11-14/SL/JRF/DST	JRF FILE FOR DST PROJECT
42. CAT	11-15/SL/APMDC	APMDC PROJECT (CAT)
43. EIA	11-16/SL/APMDC/EIA	APMDC PROJECT (EIA)
44. NIO-JRF	11-17/SL/JRF/NIO	JRF FILE OF BWMPI PROJCT
45. EIA JERRELA	11-18/SL/APMDC/EIA (JERRELA)	APMDC/EIA (JERRELA)
46 E.B	11-19/SL/EB	ETHNOBOTANICAL STUDIES
47. CAT JERRELA	11-20/SL/APMDC/CAT (JERRELA)	APMDC/CAT (JERRELA)
48. ANKUA	11-21/SL/ANKUA	ANKUA PROJECT
49. FUNGI	11-22/SL/FUNGI	MARINE FUNGI PROJECT
50. BORERS	11-23/SL/BORERS	MANGROVE BORERS
51. IIRS	11-24/SL/IIRS	FOREST SURVEY

52. MOES	11-25/SL/MOES	MACHILIPATNAM AND NIZAMPATNAM PROJECT
53. BHUTAN	11-26/SL/EIA/EMP/SANKOSH/MHP/BHUTAN	SANKOSH(EIA) PROJECT -1
54. ESSAR	11-27/SL/ESSAR POWER/JHARKHAND	ESSAR POWER/JHARKHAND (EIA)
55. MONI	11-28/SL/EIA/MONITORING	EIA ESSAR POWER
56. BHUNAKA	11-29/SL/EIA/EMP/BHUTAN	EIA /BHUBNAKA PROJECT
57.SANKOSH	11-30/SL/EIA/EMP/SANKOSH(4060)MW/BHUTAN	EIA/EMP/SANKOSH(4060)MW/BHUTAN PROJECT - 2
58.GANGA	11-31/SL/BIODIV./GANGA EXPRESS	GANGA EXPRESS WAY PROJECT
59 EXTRACTIVES	11-32/WBC-M/EXTRACTIVES	EXTRACTIVE TESTING IN VIZAG
60. KKD & NRP	11-33 & 35/WBC-M/KKD & NRP	KAKINADA AND NARSAPUR FOULING PROJECT
61. BWMPI	11-36/WBC-M/BWMPI	5 MAJOR EAST COAST PORTS PROJECT
62. CARS NMRL	11-37/WBC-M/CARS-NMRL	NMRL BIOASSAY PROJECT
63. FFA	6-38/WBC-M/FFA	FRINGE FOREST PROJECT
64. BIOASSAY	11-38/WBC-M/BIOASSAY	BIOASSAY AGAINST MARINE MICROBES

<b>WOOD BIODEGRADATION CENTRE (MARINE), IWST, VISAKHAPATNAM</b>		
4 (1) (a)	No. of files - 64	<a href="#">List enclosed</a>
	No. of Registers- 20	Inward Register, Out ward Register, Store Register, Stationery Register, Permanent Stock Register (General), Permanent Stock Register (WB FREEP), Chemical Register, Glassware Register, quittance Register, Attendance Register for Staff, Attendance Register for Projects, Casual Leaves Register, FSO Register (Plan), FSO Registers (Projects), Project Registers, Log books
4 (1) (b) i	Particulars of Organization	Wood Biodegradation Centre (M), Institute of Wood Science and Technology, Via) Yoga Village, Beach Road, A.U. Post, Visakhapatnam - 530 003
	Function	To cater to the research needs of all marry time states of India on Wood utilization aspects under marine conditions
	No. of staff	5 Nos.
	Names, Designations and duties	Dr. M. Balaji- Scientist-E, Carry out Research related to marine wood protection Sri. M. Venkateswara Rao- Scientist-E, Carry out Research related to marine wood protection Sri. S. Lakshmana Rao - LDC, Administrative and logistic support Sri. M. David- Office Attendant, Assistance in daily office works Sri. K. Venkatesu- Security Attendant, Take care of the office security aspects
4 (1) (b) ii	Powers of staff	
4 (1) (b) iii	Decision procedure	Security Assistant, Office Assistant, Lower Division Clerk and Scientists through Scientist-in-Charge and Group Co-ordinator (Res.) to Director to DDG, ADG and Director General
4 (1) (b) iv	Norms for discharge of (iii) above	
(1) (b) v	Rules and regulations	NA
(1) (b) v	categories of documents	Files and Registers
(1) (b) vi	categories of documents	PCRs
(1) (b) vii	Formulation of policy and implementation	NA
(1) (b) viii	Advisory bodies	NA
(1) (b) ix	Directory of Officers and Employees	Dr. M. Balaji- Scientist-E, 09848714451 Sri. M. Venkateswara Rao- Scientist-E, 09492535613 Sri. S. Lakshmana Rao - LDC, 09492816720 Sri. M. David- Office Attendant, 09703854600 Sri. K. Venkatesu- Security Attendant, 07382695052
(1) (b) x	Monthly remuneration	NA
(1) (b) xi	Budget and expenditure of agencies	NA
(1) (b) xii	Execution of subsidy programmes	NA
(1) (b) xiii	recipients of concessions etc.,	NA
(1) (b) xiv	Details of computerized information	NA
(1) (b) xv	Facilities available to citizens	Physical records
(1) (b) xvi	Public Information Officers	NA
(1) (b) xvii	Updating of Information	NA
4 (c)	Publication of policies etc,	NA
4 (d)	Administrative/ quasi-judicial decision	NA