

STORES SECTION

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

List of Files

Sl. No.	File Name	File No./ Project No.
1.	Stores Audit Reply	No. 3-1/2009/IWST/SA
2.	Disposal of unserviceable items	No. 3-2/2013/IWST/Vol.-3
3.	Creation of Assets in ICFRE during 2012-13	No. 3-10/3013/IWST/Stores
4	Annual Stock Verification	No. 3-2/2014/IWST/Stores
5	Rectified Spirit Correspondence	No. 3-79/2014/IWST/AA
6	Recoveries of stores Arriticals	No. 3-74/2014/IWST/Stores
7	Permanent stores items handing/ taking over by Sri Mallikarjuna, SK(Retd.) to Sh. G. Ravi Kumar, UDC/SK	No. 3-1/2015/IWST/Stores/HT
8	Permanent stores items handing/ taking over by the Officers/staff IWST	No. 3-3/2015/IWST/Stores/HT
9	Computer/ printer repair and refilling the cartridges	No. 3-2/2015/IWST/Stores
10	Identity Card for the employees/ Research fellow	No. 3-4/2015/IWST/Stores/ID
11	Stores section forest advance correspondence	No. 3-5/2016/IWST/Stores/FA
12	Circulars/Stores papers	No. 3-6/2016/IWST/Stores/SP
13	Stores RTI Correspondence	No. 3-7/2016/IWST/Stores/RTI
14	File Register	
15	Diary Register	
16	Attendance Register	
17	Dispatch Register	
18	Permanent stock registers Tools & Machines Vol-I	
19	Permanent stock registers Scientific & Equipment Vol-2	
20	Permanent stock registers Furniture & Fixtures	
21	Permanent stock registers Miscellaneous Vol-3	
22	Permanent stock registers Scientific Vol-4	
23	Permanent Items Issue Register Group-A, B,C & D Officers & Staff	
24	Permanent Items Issue Register Group-A Officers IWST	
25	Permanent Items Issue Register Group – C & D staff IWST	
26	Payment Bills Register	
27	Consumables stock registers	
28	Fixed Assets Registers	

2. Functions and duties of each employees working in your division.

Sl.No.	Name of Officers & Employees	Designation	Functions and duties
1	Mr. Ritesh Kumar D. Ram	Stores Officer	Looking after the consumables purchase and permanent items of the stores section
2	Smt. A. Srilatha	Assistant	Making necessary entries in consumables

			registers of purchases of consumables items by the Officers/Staff of IWST
3	G. Ravi Kumar	UDC/Store Keeper	Making necessary entries of the permanent items in permanent stock registers and issuing same items to the indenter name and other work related stores section.

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

Sl.No.	Name of Officers & Employees	Designation	Financial & Administrative power
1	Mr. Ritesh Kumar D. Ram	Stores Officer	No Financial sanctioning power
2	Smt. A. Srilatha	Assistant	No Financial sanctioning power
3	G. Ravi Kumar	UDC/Store Keeper	No Financial sanctioning power

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

Stores Officer is overall supervision for the permanent and consumables items and accountable to the work and responsibilities assigned to them.

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

Files and Registers are maintained subject wise.

6. Consultancy work carried out in your division.

Not Applicable

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

Sl.No.	Name of Officers & Employees	Designation	Telephone number
1	Mr. Ritesh Kumar D. Ram	Stores Officer	080-22190178
2	Smt. A. Srilatha	Assistant	080-22190116
3	G. Ravi Kumar	UDC/Store Keeper	080-22190116

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

Not applicable

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

Not applicable

