

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

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 KrishiAranayaProthsahanaYojane (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.

Sl. 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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