

## Wood Processing 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.

### **List of files & register are maintained in Wood Processing Division**

Sl. No.	File Names	File No.
1	Procurement of timber for Research	6-1/2000-IWST/WSP/PT
2	Miscellaneous Correspondence Admin.	9-2/2004/IWST/WSP/MCA
3	Miscellaneous Correspondence Research	9-2/2004/IWST/WSP/MCR
4	Assessment of Scientist for their promotion under FCS	7-1/1992/IWST/WSP/FCS
5	11 <sup>th</sup> Five Year Plan – vision papers	6-14/2006/IWST/WSP/FYP
6	Purchase of Chemicals – 2 volumes	3-1/2004/IWST/WSP/CHM
7	Research papers and publications	6-1/2004/IWST/WSP/RPP
8	Evaluation of Research Project	6-16/2007/IWST/WSP/EORP
9	Purchase of Strain Guage	3-27/1994/IWST/WSP/
10	Parliamentary Standing Committee	1-1/2002/IWST/WSP/PSC
11	Correspondence relating to Library matters	4-1/1997/IWST/WSP/Library
12	Short term Training Course on Wood Preservation Technology	6-6/2004/IWST/WSP/STPC
13	Miscellaneous Circular	0-3/2004/IWST/WSP/
14	ICFRE's Circulars	0-1/2004/IWST/WSP/
15	Wood Purchase File	3-2/2005/IWST/WSP/WP
16	Letter, Circulars, Orders Issued by HOD	9-1/2003/IWST/WSP/HOD
17	Circulars from AAO/FO/DDO/Controller	9-1/1998/IWST/WSP/CAF
18	Bureau of Indian Standards	0-5/2007/IWST/WSP/BIS
19	IWST Circulars	0-2/2004/IWST/WSP/
20	New Research Projects (proposed for RAG)	6-8/2005/IWST/WSP/RAG
21	Purchase of Haul-Off-Unit (NMBA)	3-5/2006/IWST/WSP/H.Unit
22	Purchase of Bamboo Chipper (NMBA)	3-9/2006/IWST/WSP/NMBA
23	Purchase of Computer & Printer (NMBA)	3-8/2006/IWST/WSP/MNBA/C&P
24	Purchase of Bamboo Pulverizer (NMBA)	3-7/2006/IWST/WSP/BP
25	Purchase of Chemicals and Glassware's – 3 vol	6-1/2001/IWST/WSP/PCG
26	Training on Wood Seasoning & Preservation – 3 vol.	6-2/2003/IWST/WSP/TP
27	Research Consultancy	6-5/2005/IWST/WSP/RC
28	Project wise Expenditure Details Under plan	2-2/2004/IWST/WSP/PPE
29	Audit Enquiry – 2 vol.	2-1/2005/IWST/WSP/AE
30	Purchase of Nitrous Oxide & Acetylene Gas	3-2/2004/IWST/WSP/GAS

31	Annual Immovable Property Returns of Group A & B Officers.	9-1/2002/IWST/WSP/PR
32	Bimonthly Review	6-19/2007/IWST/WSP/Bi-Mon
33	Appointment of JPF under MOEF funded Project	1-16/2004/IWST/WSP/JPF
34	General Items Purchase for NMBA Project	0-3/2006/IWST/WSP/Misc./NMBA
35	Annual Progress Report	6-5/2004/IWST/WSP/APR
36	Twin Screw Extruder	5-8/2003/IWST/WSP/
37	Monthly Report	6-1/2003/IWST/WSP/MR
38	Fixing Physical and Financial Targets for Ongoing Research Projects	6-18/2007/IWST/WSP/FPFT
39	Project file – Effect of particle size on properties of wood filled polypropylene composites – 2 vol.	6-13/2006/IWST/WSP/WPC
40	Budget Estimate for Financial Year for ICFRE funded Ongoing Projects.	2-1/2003/IWST/WSP/Budget
41	International Funding/Collaboration Correspondence.	2-1/2004/IWST/WSP/IFC
42	Annual Report to Ministry	6-1/2002/IWST/WSP/AR
43	Annual Action Plan	6-2/2000/IWST/WSP/AAP
44	Project Completion Report and Abstract – 2 vol.	6-5/2003/IWST/WSP/PCR
45	Purchase of Laboratory Equipments	3-1/2005/IWST/WSP/LE
46	External funding project from DST by Dr.SPS.Rawat.	6-3/2005/IWST/WSP/EFP/DST
47	External funding project from MOEF by P.Narayanappa.	6-3/2005/IWST/WSP/EFP/MOEF
48	Mangrove project MOEF funded by Dr.SPS.Rawat.	6-4/2004/IWST/WSP/Mangrove
49	External funding project from MOEF by D.Venmalar.	6-2/2005/IWST/WSP/EFP/MOEF
50	External funding project from MOEF by Ramlal	6-4/2005/IWST/WSP/EFP/MOEF
51	Annual Confidential Report	7-1/2003/IWST/WSP/ACR
52	Technical enquires – 3 vol.	6-2/1999/IWST/WSP/TE
53	Testing Charges	1-13/2004/IWST/WSP/TC
54	Absentees Certificate	0-2/2004/IWST/WSP/AC
55	Status Report of External Projects	6-11/2005/IWST/WSP/SREP
56	Six Monthly Monitoring and Evaluation Reports of the research project	6-2/2004/IWST/WSP/SMM
57	Monitoring of the project by ADG (M &F) Report	6-2/2002/IWST/WSP/MPR
58	Purchase of Polystyrene	3-3/2004/IWST/WSP/
59	Awards	9-1/1993/IWST/WSP/Award
60	Personal file of Sri.P.Narayanappa	1-1/2004/IWST/WSP/PF

61	Personal file of Dr.SPS Rawat	1-2/2004/IWST/WSP/PF
62	Personal file of Sri.N.K.Upreti	1-3/2004/IWST/WSP/PF
63	Personal file of Sri.Ajay G Karmarkar	1-4/2004/IWST/WSP/PF
64	Personal file of Sri.P.K.Aggarwal	1-5/2004/IWST/WSP/PF
65	Personal file of Smt.D.Venmalar	1-6/2004/IWST/WSP/PF
66	Personal file of Dr.S.S.Chauhan	1-15/2004/IWST/WSP/PF
67	Personal file of Dr.S.P.Singh	1-19/2004/IWST/WSP/PF
68	Personal file of Sri.N.R.Ravindraprasad	1-14/2004/IWST/WSP/PF
69	Personal file of Smt.C.N.Vani	1-8/2004/IWST/WSP/PF
70	Personal file of Sri.P.Babu	1-17/2004/IWST/WSP/PF
71	Personal file of Smt.Shalini P Rao	1-10/2004/IWST/WSP/PF
72	Personal file of Sri.G.Ravikumar	1-11/2004/IWST/WSP/PF
73	Personal file of Sri.V.Krishna	1-18/2005/IWST/WSP/PF
74	Personal file of Sri.Iqbal Khan	1-12/2004/IWST/WSP/PF
75	MOU/Transfer of Technology to KONSPEC	6-9/2005/IWST/WSP/EFP/NMBA
	<b>REGISTERS</b>	
1.	Diary Register	
2.	Financial Sanction Register	
3.	File Register	
4.	File Movement Register	
5.	Peon Book	
6.	Despatch Register	
7.	Permanent stock Register	
8.	Consumable Register	

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

Sl. No.	Name and Designation	Duties
1.	Dr. K.K. Pandey, Scientist - G	Formulation of projects & execution of projects.
2.	Dr. Pankaj Aggarwal Head & Scientist - F	Formulation of projects & execution of projects. Carrying out duties of Head of the Division.
3.	Dr. S.S. Chauhan, Scientist - F	Formulation of projects & execution of projects.
4.	Mrs. D. Venmalar, Scientist - D	Formulation of projects & execution of projects.
5.	Mr. Ritesh D Ram, Scientist - C	Formulation of projects & execution of projects.
6.	Mr. N.R. Raveendra Prasad Research Officer	Assists the Scientist/HOD in the execution of research projects. Maintain proper records and equipment.
7.	Smt. C.N. Vani, Research Officer	Assists the Scientist/HOD in the execution of research projects. Maintain proper records and equipment.

8.	Mr. V. Krishna, Research Assistant Gr.II (Gen.)	To assist Scientists of the division in their project experiments. To upkeep/maintaining wood seasoning and preservation workshop.
9.	Sri.B.J. Dhananjaya, Technical Assistant Gr. I	To assist Scientists of the division in their project experiments. Maintain proper records and equipment.
10.	Smt. U.R. Nalini Technical Assistant Gr. I	Assists the Scientist/HOD in the execution of research projects. Maintain proper records and equipment.
11.	Sri. L. Yadhunatha, Stenographer Gr.I	Attending all stenography and typing works of Head & Scientists of WP Division Taking all stenography works like reports, letters correspondences to the Director, IWST and Group Co-ordinator, IWST, ICFRE and MoEF&CC. Filing the relevant papers in relevant files and keeping the confidential records. Maintenance of all the registers, collecting of all the bills as per calendar and sanction orders gets their clarification/verification and submit them to accounts for processing. Carries out any other activity assigned by Scientist/HOD.
12.	Smt. G. Jamuna, MTS (Lab. Attendant)	To upkeep/maintaining wood seasoning and preservation workshop and divisional laboratories. Carries out any other activity assigned by Scientist/HOD.

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

Head of Division having Forest Advance financial sanction power Rs.5000/- and Scientists having Rs. 2000/-

HOD have administrative power to control all the Scientists, Technical and administrative staff of the Division

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

Procurement is taken care by stores and purchase section.

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

Not Applicable

6. Consultancy work carried out in your division.

An improved bamboo fibre polypropylene composites and a method for obtaining the composite thereof

M/s Konkan Speciality Polyproducts Pvt. Limited #37, KIADB Industrial area, Baikampady, Mangalore

M/s. Pointec Pens and Energy Private Ltd., Bangalore

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

Sl. No.	Name of the Official	Designation	Telephone Number
1.	Dr. K.K. Pandey	Scientist – G	9880432854
2.	Dr. Pankaj Aggarwal	Head & Scientist - F	9880034208
3.	Dr. S.S. Chauhan	Scientist - F	9980125863
4.	Mrs. D. Venmalar	Scientist - D	9900271515
5.	Mr. Ritesh D Ram	Scientist - C	9449056230
6.	Mr. N.R. Raveendra Prasad	Research Officer	8722854478
7.	Smt. C.N. Vani	Research Officer	9448505140
8.	Mr. V. Krishna	Research Assistant Gr.II	9900520975
9.	Sri.B.J. Dhananjaya	Technical Assistant Gr. I	8970857093
10.	Smt. U.R. Nalini	Technical Assistant Gr. I	9972358856
11.	Sri. L. Yadhunatha	Stenographer Gr.I	9060311528
12.	Smt. G. Jamuna,	MTS (Lab. Attendant)	9481473879

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

1. Wood modification of *Melia composita* for improving its dimensional stability and durability. Duration: 2013-2016 Principal Investigator: Dr. K. K. Pandey. (Allotted: 7.54 lakhs & Expenditure: 1.38 lakhs)
2. Study on microwave assisted direct biodiesel production from P.pinnata seed oil by two phase solvent extraction. Duration: 2014-2017 Principal Investigator: Ritesh Kumar. D. Ram. (Allotted: 12.00 lakhs & Expenditure: 1.53 lakhs)
3. Liquefaction of wood added products from liquefied wood. Duration: 2014-2017 Principal Investigator: Dr. S.S. Chauhan (Allotted: 3.35 lakhs & Expenditure: 0.59 lakhs)
4. Nanocellulose filled starch based composites. Duration: 2014-2016 Principal Investigator: Dr. S.S. Chauhan. (Allotted: 5.18 lakhs & Expenditure: 0.41 lakhs)

**EXTERNALLY FUNDED PROJECTS**

5. Microwave assisted chemical modification of wood. (DST funded). Duration: 2013-2016 Principal Investigator : Dr. K. K. Pandey. (Allotted: 30.60 lakhs & Expenditure: 3.90 lakhs)

6. New methods of chemical modification of wood for improving dimensional stability and durability. (CSIR funded). Duration: 2013-2016 Principal Investigator: Dr. K. K. Pandey (Allotted: 12.40 lakhs & Expenditure: 5.76 lakhs)
  7. Bio-thermoplastic composites: Evaluation of physical, mechanical, morphological and thermal properties. (DST funded). Duration: 2013-2016 Principal Investigator : Dr. Pankaj Kumar Aggarwal. (Allotted: 36.69 lakhs & Expenditure: 1.73 lakhs)
  8. Development of Natural Fiber Filled Thermoplastic Composites from Natural Resources available in the State of Punjab. Dr. Pankaj Kumar Aggarwal. (Department of Forests & Wildlife Preservation, Punjab) Duration: 2013-2015 (Allotted: 50 lakhs & Expenditure: 2.57 lakhs)
  9. Assessment of wood quality variability in tree species prevalently grown in Punjab. Dr. S.S. Chauhan (Department of Forests & Wildlife Preservation, Punjab) Duration: 2013-2015 (Allotted: 13.30 lakhs & Expenditure: 8.0 lakhs)
  10. Study on production of briquettes from invasive forest weed and its utilization by JFM villages. Sri. Ritesh D Ram, (Karnataka Forest Department) Duration: 2014-2016 (Allotted: 6.00 lakhs & Expenditure: Nil)
  11. Assessment of natural variability in selected wood traits using nondestructive tools and identification of superior genotypes of *Melia dubia*. Dr.S.S. Chauhan (Funded by Karnataka Forest Department) (Allotted: 5.00 lakhs & Expenditure: Nil)
9. Particulars of facilities available to citizens and for public use.
- Facilities like Wood Seasoning Plant, Preservation Plant are available. Division organized training programme for end users.