

Agricultural Research Station, Nelamanakanahalli, Chikkaballapur

Right of information act 2005 clause 4 (1) (a)

**Name of the Research Station - Agricultural Research Station, Nelamanakanahalli,
Chikkaballapur**

SL No	Name of the official	Designation	Works to be attended
01.	Dr. G.S. Krishna Reddy	Assistant Professor	<p>Research activities</p> <ul style="list-style-type: none">• Conducting Multi Location Trials on different crops.• Conducting field trials on different crops.• Conducting externally funded research projects.• Conducting research on organic farming technologies.• Conducting other research activities.• Conducting demonstrations of the crops and varieties released by the university. <p>Administration and farm management</p> <ul style="list-style-type: none">• Taking up breeder seed and quality seed production.• Maintenance of and sheep and Goats unit.• Maintenances of horticultural crop (Mango)• Soil and water conservation.• Maintenance of agricultural implements and machinery.• Taking up farm development works.• Human resource management.• Selling of horticulture crops produce through open auction and closed tender.• Maintenance of integrated farming system. <p>Extension activities</p> <ul style="list-style-type: none">• Conducting training programs to farmer and farm women.• Conducting demonstration and field days for transfer of technologies for the benefit of farmers.• Serving as resource person to the developmental departments.• Developing technical literature for the benefit of farmers.• Serving as Stock Verification Officer.• Raita Samparka Kendra (RSK) visits to empower farmers on agriculture related technology, Govt. Schemes, Agri-loans, Crop details etc.,• Participating as resource person in Programs organized by Agriculture development departments.• Field visits and diagnostic visits.• Publishing folders on crops for the benefit of farmers.

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Records maintained in the farm			
File No.	Name of the file	File No.	Name of the file
1.	Administrative officer file	37.	Circular file
2.	Director of Research file	38.	Tractor file
3.	Confidential report file	39.	Experimental file
4.	Horticultural crops file	40.	Financial sanction (devlp) file
5.	Annual Stock verification file	41.	Contract works file
6.	Budget file	42.	Electrical works file (KEB)
7.	Land records file	43.	Receipts and Expenditure file.
8.	Contract labour information file	44.	Tree Register
9.	Monthly reports file	45.	Committee File
10.	K.S.S.O.C.A Seed Reg. file	46.	Notifications File
11.	Farm Developmental file	47.	Monthly Meeting File
12.	Estate officer file	48.	FS Auditing File
13.	DC/ PDC OC/Passed bills file	49.	FS Salary Slip File
14.	C.L. Letter file	50.	APMC File
15.	Audit report/replace file	51.	Experiments PDC bills File
16.	UAS Sanction File	52.	Internet File
17.	List of buildings and implements File	53.	LV Driver File
18.	Computer sheets File	54.	Invitations and Editor Newspaper File
19.	Cheque Issued to Comptroller File	55.	Student File
20.	Annual Evaluation File	56.	FS File
21.	Crop Plan File	57.	Important Orders Files
22.	Delivery/ Store Indent slip File	58.	Meeting file
23.	Ragi Conversation and SMLT File	59.	IFSD project file
24.	Estimates File	60.	Farm trial file
25.	Tour Program File	61.	Extension Activities file
26.	Publications and Newspaper articles File	62.	Bescom File
27.	RTI File	63.	Contract Labour Salary bills OC file
28.	Work done file	64.	Income Tax file
29.	Tax file	65.	Meeting Proceedings file
30.	Comptroller file		
31.	Associate Director of Research(HQ)		
32.	Cost of cultivation file		
33.	Borewell information file		
34.	Auction file		
35.	Special officer file (NSP)		
36.	Court file		


Assistant Professor
 Agricultural Research Station
 Nelamakanahalli, Chickballapur.