

Right To Information, 2005 under coloum 4(1)(A)

Institute: Agricultural Research Station, Pavagada

Sl.No.	Official / staff	Designation	Job chart
1	Dr. Syed Mazar Ali	Farm superintendent	Maintaining office records registers and cash book. Maintaining staff attendance register and leave record. Preparing statements and reports. Maintenance of service registers and personal registers. calling for tender, quotation and other works as and when needed. Serving as member secretary for various purchases, tender and work committee of the station. Serving as Agriculture Engineering Specialist to introduce varies developed agriculture machines and post harvest solution to various crops. To resolve pest and disease problems through contacting scientists. Conducting experiments as per the approval of annual technical meet and zonal research and extension plan. Taking observation, analysis and maintenance of research data. Preparation of monthly, quarterly and annual reports and periodicals. Conducting extension activities. Disseminating technologies through radio and TV programmes in various aspects, apart from said programmes involved as a Co- Principal Investigator for a various projects.
2	Mr. Ramakrishna	Sr. Farm Labour	Assisting in conducting experiments and farm activities and maintain cleanliness in the office. Helping in making photo copies of bills and other official letters and assisting office staff in official work.
3	Smt. Anjamma	Sr. Farm Labour	Assisting in conducting experiments and farm activities and maintain cleanliness in the office. Weeding and watering of experimental plots.

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Sl.no.	Name of the office file
1	Establishment of ARS, Pavagada
2	Honorable Vice chancellor
3	Director of Research (Sanction)
4	Director of Research (order)
5	Comptroller file
6	Administrative officer file
7	Director of extension file
8	Project leader and Associate Director of Research file
9	Register file
10	Estate officer file
11	Store purchase officer file
12	NSP file
13	RTI file
14	Vehicle file
15	Stock verification file
16	Budget file
17	PDC /DC bills
18	Audit file
19	Assistant professor (Agronomy)
20	Farm superintendent file
21	Messenger file
22	Leave file
23	TA file
24	Front Line Demonstrations (FLD's
25	Rainfall data file
26	Input file
27	Automatic Weather Station (AWS) file
28	Meetings & proceeding file
29	Press note file
30	KSDA file
31	Notification and order file
32	Note file
33	RKVY File
34	Cropping Plan file
35	Solar Power Unit file
36	Office staff details file
37	Bank file
38	AICRP (Groundnut) file
39	Annual report file
40	ZBNF File
41	Seed production file
42	CC Camera
43	RSK visits
44	Farm Produce
45	Smt. Anjamma Senior Farm Labour
46	Watchman
47	Tahasildhar