

Name of the Institution/ Centre : AGRICULTURE RESEARCH STATION,  
SRI RANGASWAMY GUDDA KAVAL,  
KUNIGAL, TUMKUR DISTRICT

Name of the employee	Designation	MAINTAINING ASPECTS
DR. SIDDAGANGAIAH	PROFESSOR OF HORTICULTURE AND FARM SUPERINTENDENT(I/C)	<ol style="list-style-type: none"> <li>1. FARM DEVELOPMENT               <ol style="list-style-type: none"> <li>i. Creation and maintenance of soil and water harvesting structures viz., bunds, water ways, Farm ponds etc.,</li> <li>ii. Creation of infrastructures : roads, plots, buildings, rigging of bore well, acquiring of solar power for running bore well and Office works and Solar street light etc.,</li> <li>iii. Mechanization of Farm</li> <li>iv. Equipping of Office</li> </ol> </li> <li>2. INTRODUCTION AND EVALUATION OF DIFFERENT FODDERS</li> <li>3. CREATION AND MAINTENANCE OF INTEGRATED FARMING SYSTEM COMPONENTS : Dairy, Sheep farming , Dry land horticulture , planting of forest tree species wherever possible etc.,</li> <li>4. CONDUCTING OF LOCATION SPECIFIC RESEARCH PROGRAMMES ON AGRICULTURE AND ALLIED</li> <li>5. QUALITY SEED PRODUCTION OF PROMISING VARIETIES OF CEREALS AND PULSES</li> <li>6. DISSEMINATION OF AGRICULTURE TECHNOLOGIES TO FARMING COMMUNITY through Field days, Farmers meetings, Diagnostic field visits, attending to queries of visiting farmers / contacting farmers</li> </ol>
Mr. Mahamad Rafi M.	Field Assistant ARS. Kunigal	<ol style="list-style-type: none"> <li>a. Field works of farm to be supervised and monitored</li> <li>b. Farm plots to be maintained,</li> <li>c. Office records to be maintained</li> <li>d. Any other works to be attend as per instructions of Superior Officer</li> </ol>

Sl. No	Documents of Office / Scheme
	<b>Attendances</b>
1	Staff Attendance
2	Contractual Staff Attendance
	<b>Cash Books</b>
1	Imprest Cash Book
2	Fodder Revolving Fund Cash book
3	Sheep Revolving Fund Cash book
4	Dairy Revolving Fund Cash Book
	<b>Cash Bill Books</b>
1	Imprest Cash Bill Books
2	Fodder Revolving Fund Cash Bill Books
3	Sheep Revolving Fund Cash Bill Books
4	Dairy Revolving Fund Cash Bill Books
	<b>Stock Books</b>
1	Imprest DBR
2	Imprest DBI
3	Fodder Revolving fund DBR
4	Fodder Revolving fund DBI
5	Sheep Revolving fund DBR
6	Sheep Revolving fund DBI
7	Dairy Revolving fund DBR
8	Dairy Revolving fund DBI
9	Agriculture Implements Stock Book
10	Seeds and manure Stock Book
11	Office equipments Stock Book
12	Stationery Stock Book
13	Messlenious Stock Book
14	Imprest Store Indent
15	Imprest Delivery Indent
16	Fodder Revolving fund Store Indent
17	Fodder Revolving fund Delivery Indent
	<b>Office files</b>
1	Directorate of Research/ Associate Directorate of Research files
2	Comptroller Files
3	Administrative Officer files
4	Zone-6 files
5	Crop Plane files
6	SRF & SPR File
7	Seed Supply from NSP
8	Final payment details file
9	Passed Copy of DC Bill Files
10	Passed Copy of PDC Bill Files
11	Office Copy of DC Bill Files
12	Office Copy of PDC Bill Files
13	Office Copy of Pay Bill Files
14	Fodder Revolving Bill Office Copy file
15	Dairy Revolving Bill Office Copy file
16	Imprest Credit Bill file
17	Fodder Revolving fund Credit Bill file
18	Sheep Revolving fund Credit Bill file
19	Committee
20	Fodder Revolving Fund File
21	Sheep Revolving Fund file
22	Dairy Revolving fund File
23	Monthly progress report file