

Right to information act 2005, 4(1)(A)

Scheme Name: All India Co-ordinated Research Project on Cotton K.V.K, Haradanahalli farm, Chamarajanagara

Si no	Name of the employer	Designation	Work done report
1	Sri. Shashikumar.C	Assistant Agronomist and Scheme head	Conducting research on Crop Production, Developing of improved production technologies, Providing Agriculture related solution to farmers, Visit to farmer's field, attending work related to scheme and office, Preparation of research report, Conducting training programs and participation as resource person in training programs organized by line departments, Conducting front line demonstration and publication of technical bulletin and booklets.
2	Dr.Shivaraynavi	Assistant Entomologist	Conducting research on Crop Protection and pest management, Developing of suitable pest management practices, Providing Agriculture related pest management solutions to farmers, Visit to farmer's field, attending work related to scheme and office, Preparation of research report, Conducting training programs and participation as resource person in training programs organized by line departments, Conducting front line demonstration and publication of technical bulletin and booklets.
3	Sri. Rajendra.B	Technical Assistant	Assisting scientists in research and office work, Collection of research data and preparation of reports, Preparation and submission of bills related to scheme, Maintenance of office files, Maintenance of research plots and labour management and any other work related to scheme entrusted by the scientist.

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Si no	Maintenance of files at Scheme/office
1	Scheme head letters file
2	Administrative officer letters file
3	Comptroller officer letters file
4	Director of Research letters file
5	Associate Director of Research letters file
6	Audit letters file
7	RTI letters file
8	Scheme budget file
9	Project Co-ordinator letters file
10	Annual reports, ZREP reports
11	Inward and outward letters file and register
12	Monthly reports
13	Observation book (Data collection)
14	Analysis reports
15	Frontline demonstration file
16	Staff leave letters file
17	Staff travel plan file
18	Paper articles of research work file
19	Purchasing of items register
20	Technical meet letters file
21	Farm trials letters file
22	Equipments register
23	Technical programs file
24	Labour work letters file
25	Estate officer letters file
26	Registers: Cash book, DBR, DBI, DMS, Indent book, Delivery challan book, Bank passbook Etc.,
27	Attendance Register
28	Budget book
29	Materials distributed book
30	Other work related files