



**ALL INDIA CO-ORDINATED PROJECT (FOOD & NUTRITION)
UNIVERSITY OF AGRICULTURAL SCIENCES, BENGALURU**

Dr. K. Geetha
Professor and Scheme Head
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No. AICRP-HSc (FN)/ /2018-19

08th May 2019

To,

The Administrative Officer
University of Agricultural Sciences,
GKVK, Bangalore – 65

Through Proper Channel

Respected Sir,

With reference to the above cited subject and reference, please find below the RTI Act 2005 kalam 4(1)(A) and 4(1)(B) from AICRP – Home Science (Food & Nutrition) information required by you.

RTI Act – 2005 (Public Authority wise) – 4(1)(a)

Name of the Department : AICRP – Home Science, GKVK

Sl No	Name of the officer / Name of the Employees	Position	Responsibilities
1.	Dr.K.Geetha	Scheme Head	*Implementation of AICRP and other project activities. *Administrative work
2.	Dr. Geetha M Yankanachi	Junior Scientist	*Implementation of AICRP and other *Work assigned by higher officer
3.	Ramanjinappa	Senior Lab Assistant	*Assisting in conducting lab experiments *Work assigned by higher officer
4.	G. Venkatarathnamma	Messenger	Cleaning of office, lab, laboratory equipments, utensials, *Work assigned by higher officer

RTI Act – 2005 (Public Authority wise) – 4(1)(b)

Sl No	Office / Letters maintained in AICRP –Home Science (Food & Nutrition)
1.	Budget File
2.	PDC bills
3.	Inward file
4.	Outward file
5.	DC bill
6.	Contract labours file
7.	Stock verification file
8.	Reports(Monthly, Quarterly, Half yearly and Annual Reports

This for your kind information and needful.

Thanking you,

Yours faithfully,

Copy to the Director of Research UAS GKVK, Bangalore