

**INFORMATION UNDER RTI ACT 2005 SECTION 4(1)(A) AND 4(1)(B) BELONGS
TO DIRECTORATE OF RESEARCH , UAS, GKVK, BANGALORE**

Date: 31-03-2021

Department / Section: - Directorate of Research, UAS, GKVK, Bangalore

Sl. No.	Name of the Officer/Employee	Designation	Duties and Responsibilities
1.	Dr. Y. G. Shadakshari	Director of Research	<ul style="list-style-type: none"> o Co-ordinating the planning and Execution of research conducted by the scientists in the University, excepting student research. o Preparing annual budget estimates for research activities of the University. o Supporting the Deans to monitor the approved research programmes conducted by the teaching faculty. o Supervise the publication of research results. o Be responsible to promote team approach to solve research problems and foster project-wise rather than Division-wise research with the guidance of the Research Council for evaluation of current projects, continuation or termination of projects and identification of new problems for research. o Maintaining and supervision of AICRP's, Adhoc Projects including GOI/GOK/RKVY projects, Testing Trials etc. o Be responsible to the Vice-Chancellor in exercise of the powers and discharge of duties under the Act and Statues.
2.	Dr. G. N. Dhanapal Relieved on 30-09-2020 Dr. Niranjana Murthy additional charge reported on 30-09-2020	Assoc. Director of Research (HQ.)	Being a Zonal Head of the Research Stations of UAS(B), make frequent visit to the stations for inspection of maintenance of land records, projects and farm implements, cropping plans of the year, demonstrations, auctions. Serving as Chairman of the Editorial Committee of the Directorate. Any work assigned by the Director of Research.
3.	Dr. H. G. Ashoka,	Chief Scientific Officer (Pl. Path.)	Looking after all the Varietal Development Climate Smart Agriculture, Farmers Centric Demand Driven projects & also commercialization of technologies and patents
4.	Dr. Karuna K	Professor	1.Compilation of report in respect of Research Directorate <ul style="list-style-type: none"> o Convocation address o Annual Report both in Kannada & English. o Research Highlights both in Kannada & English o Research Project Directory o Technical Program of Eastern Dry Zone o Research Results booklet for Zone-5 ZREP workshop for Kharif o For ranking of Universities o Information of UAS (B) for PoP meeting.

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5.			<p>2. Assist ADR and DR in Organizing and conducting the</p> <ul style="list-style-type: none"> o Zonal <i>Kharif</i> workshop, release of proceedings and its follow-up action. o Research Council Meeting, agenda preparation, release of proceedings and its follow-up action <p>3. Monitoring of Farm Trials in Zone-5. 4. Providing information to ATIC 5. Documenting reports submitted to the directorate 6. Editorial committee work: Reviewing books/ papers/ folders etc... and preparing its proceedings 7. Attend to all routine works assigned by Director of Research.</p>
6.	Mr. C. Umashankara additional charge of the post of Technical Assistant reported on 19-07-2016	Technical Assistant	<p>1. All India Coordinated Research Projects 2. Externally funded project 3. Centro Internacional de Mejoramiento de Maiz y Trigo (CIMMYT) 4. Farm Machinery Testing Centre (FMTC) 5. Incentive Awards</p> <ul style="list-style-type: none"> a) Dr. Kalayya Krishnamurthy National Award b) Nagamma Dattatreya Rao Desai Award c) Dr. M. H. Marigowda National Endowment Award <p>6. New Project Proposals 7. Karnataka Agriculture Price Commission (KAPC) 8. Command Area Development Authority (CADA) 9. Regional Committee VIII 10. Agril. Secretariat Correspondence (G4) & (G4A) 11. Transgenic Crops (Genetically Modified Crops) 12. Institutional Ethical Committee Prof. Nanjundaswamy Research Chair</p>
7.	Mr. C. Umashankara Assoc. Professor	Extension guide	<ul style="list-style-type: none"> o Monitoring KSDA funded projects, Scrutinizing the application of Training programmes/ Symposium / Conferences /Research activities, Attending LA Questions, Offering course for B.Sc(Agronomy) Students, Assisting in organizing ZREP & Foundation day etc., o Assisting Director of Research in office correspondence work.
8.	Dr. G. M Sujith	Technical Officer	<ul style="list-style-type: none"> o Working as Technical Officer in additional charge, Looking after all the 13 Research Farm Stations of UAS(B), Developmental activities, Cropping plan, Visiting problematic fields, Correspondence with Government, Attending LA Questions & Day to Day activities of the Directorate. o Monitoring of Establishing ARS, Kunigal/ Nelamakanahalli, Looking after all the correspondence work & issue of certificate for CAS, RSK visits and technologies commercialization of scientists. o Looking after the seed production activities in the University.

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			<ul style="list-style-type: none"> ○ Nodal Officer to look after the RKVY activities implemented at UAS(B) ○ Co-ordinating the Seed production activities ○ Correspondence with FS, ADR, Breeders and KSSC, KSDA & ICAR and other organizations with regard to seed ○ Any other work entrusted by the DR
9.	Mr. Anjanappa Retired on 31-03-2021	Deputy Comptroller	<ul style="list-style-type: none"> ○ Signing the cheque to draw the amount from the bank towards use of the Directorate of research ○ Maintenance the cash book/Advance book/Acutance register/AC bill register/Dc bill register/PDC bill register/Medical bill register/T.A.bill register/Contractual salary bill Register ○ Issuing of Financial sanctions to various schemes/projects/ARS/ZARS ○ Answering of Audit Reports ○ Revalidation/Re-appropriation of budget for various projects/schemes ○ Maintains of Developmental grants accounts ○ To attend all the financial proposal approved by the Director of research and to forward to comptroller for further needful.
10.	Mr. Andanappa Reported on 31-08-2019	Personnel Secretary	<ul style="list-style-type: none"> ○ To be recorded the daily Official Activities of the Director of research in the Diary and to help them to form the programme as per schedule. ○ To be write the date and subject of the meeting on the display board. ○ To be fixed the date and time for Visitors on the permission of Director of Research. ○ To be maintain the Official email (dr@uasbangalore.edu.in) ○ To be maintain the Telephone (Landline). ○ To be conduct the monthly meeting of the Directorate of Research. ○ To be maintaining the confidential letter/file received from the Government or Officers of UAS, Bengaluru. ○ To be maintain confidentiality. ○ To be maintain the Tour Plan/programme of the Director of Research. ○ To be submit the consolidated monthly report of the Director of Research to Vice-chancellor. UAS, Bengaluru ○ To be conduct the meeting, which are chaired by the Director of Research and to take the signature of the members of the meeting. ○ To be informed day to day meeting details to the Director of Research ○ To be maintain the Personal file of the Director of Research and other files also. ○ To be work on the direction of the Director of Research.

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11.	Mrs. S. K. Lakshamma Reported on 10-10-2019	Superintendent (Admn.)	<ul style="list-style-type: none"> o Verification of Service Registers of the Scientists and Non-Teaching staff, o Verification of Staff Position & Incumbency Register/ Annual Evaluation reports. o Maintenance of contract employee's attendance & Work done. o Participating in contract employee's selection committees of ZARS/ ARS Stations, AICRP's Scheme & other related projects of DR's Office. o Office General works as per the direction of Director of Research and other related officers of the DR's Office.
12.	Mrs. H. S. Padmashree,	Technical Assistant	<ul style="list-style-type: none"> • Compilation of the following reports both in Kannada and English <ul style="list-style-type: none"> o Annual report o Convocation report o Report for Foundation Day o Research Highlights o ZREP Book and Proceedings o Glimpses for Krishimela • Preparation of Agenda Notes and proceedings for Research Council • Preparation of Action taken report on action points of ZREP and Research council meeting • Preparation of Proceedings of Editorial committee and other correspondences • Follow-up action of Farm trials • Assisting in organizing ZREP and Research Council meeting • Documentation of reports received in the Directorate • Updation of Project directory • Preparation of Slides and materials for State level Kharif Campaign, ZREP and Research council meeting <p>Any other work assigned by D.R.</p>
13.	Mr. G. S. Subramanya Relived on 25-09-2020	Sr. Field Assistant	<ul style="list-style-type: none"> o DR's Office contract workers pay bill and all correspondence work. o Preparation of Account section bills like DC/PDC/AC/NDC and Office Teaching staff and Non Teaching medical bills and TA/DA bills / All Emirates Scientists salary bills /contingency bills work and other related work. o DR' office all Dead stock items correspondence work and DBR/DBI/ Stock ledger and indents / DR and ADR(Hq) other Vehicle, log book maintenance and related work. (stores and vehicle) o Office stores (Stationeries) stock and issues etc related work /Office Stock verification and related correspondence work. o Unserviceable items and vehicle spare parts etc
	Mr. Sathish Kumar, Reported on 25-09-2020	Sr. Assistant	

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			<p>every year hand over to SPO.UAS.</p> <ul style="list-style-type: none"> ○ DR's office every year attending the SAD audit purpose records and other and related work (Accounts section) ○ Stock verification work every year stores work preparing and Maintained the records etc., ○ Office Account related papers attending like project/ARS/ZARS and projects papers correspondence work. ○ Correspondence of issues of Office Orders work order like transportation (vehicle) rent/Purchase committee etc., ARS/ZARS/Departments/Project. ○ Assisting the Director Research and Asst. Comptroller, Account section in office correspondence work.
14.	Mr. Venkataraju	Assistant	<ul style="list-style-type: none"> ○ Maintenance of Service registers of Scientists of this Directorate and DR's Office Non-Teaching staff / Sanction of Annual Increment / Earned leave / Commuted leave / Encashment / Pension papers / Registration Fee/ Service matters and other office letter correspondence. ○ Furnishing of information under CAS Promotion to the concerned scientists. ○ Put up for Approval of Tour Programme & Tour Diary of the scientists and correspondence with the Administrative officer. ○ Maintenance of Service registers files / Contractual personal files and other registers. ○ Furnishing of information under Right to information act (RTI) to the concerned applicant and other correspondence and assisting to the Superintendent (Admn.) in EST section of DR's Office. ○ Assisting the Director Research and Superintendent (Admn), EST section in office correspondence work.
15.	Mr. N. Prasanna Kumar	Lab. Assistant	<ul style="list-style-type: none"> ○ `Maintenance of Incumbency/ Vacancy Position /Monthly Staff position / 179 days Contract Orders / dues - No dues letters / Staff Position / Transfers / Relief and duty report of both Scientists and Supporting staff coming under the control of this Directorate. ○ Maintenance of Casual leave & Restricted Holiday of the Scientists and DR's Office Supporting staff. ○ Maintenance of Annual Evaluation Reports of Scientists and Confidential Reports of Supporting staff of the Directorate of Research and its correspondence with concerned scientists, AO's office and outside Universities. ○ The proposals / letters received from the Assoc. Directors of Research, Farm Superintendents, Station Heads and Scheme Heads and to offer

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			<p>remarks and recommendations and forwarding the same to the concerned officers of the University.</p> <ul style="list-style-type: none"> ○ Letter correspondence with ICAR regarding continuation of Schemes staff position of Scientists and Service Personnel. ○ Furnishing of information to the Government of Karnataka as and when required. ○ Maintenance of establishment sections correspondence files and registers. ○ General Office works as per the direction of Director of Research and other related officers of the Directorate.
16.	Mr. M. Suresha	Light vehicle Driver	Driving work of the car / vehicle of Director of Research and any other work entrusted by the DR.
17.	Mr. H. S. Hareesh	Light vehicle Driver	Driving work of the car / vehicle of Assoc. Director of Research(HQ) and any other work entrusted by the DR& ADR(HQ).

List of files maintained at Directorate of Research, UAS, GKVK

Chief Scientific Officer	
1.	General File
2.	Staff Meeting File
3.	Certificates
4.	Agri Innovation (START – UP)
5.	TP – TD File
6.	Memorandum of Undertaking /Memorandum of Agreement General
7.	Note / Circulars from DR
8.	Varietal / Technology Development and Value-addition projects
9.	Climate Smart Agriculture
10.	Farmer Centric Demand Driven Project
11.	Technology Commercialization / Technology Evaluation and Commercialization Committee
STA Section	
1	All India Coordinated Research Projects – 32 nos.
2	Externally funded project a. Govt. of India b. Govt. of Karnataka c. Adhoc (ICAR) d. T-Coll (Public & Private Companies)
3	CIMMYT files
4	Farm Machinery Testing Centre (FMTC)
5	Incentive Awards
6	New Project Proposals
7	Karnataka Agriculture Price Commission (KAPC)
8	Command Area Development Authority (CADA)
9	Regional Committee VIII
10	Agri. Secretariat Correspondence (G4) & (G4A)
11	Transgenic Crops (Genetically Modified Crops)
12	Memorandum of Understanding (MoU) / Memorandum of Agreement (MoA)
TO Section	
1.	ARS, Arsikere
2.	ARS, Tiptur
3.	ARS, Pavagada
4.	ZARS, GKVK
5.	MRS, Hebbal
6.	ARS, Chintamani
7.	ARS, Balajigapade
8.	ZARS, Mandya
9.	ARS, Naganahalli
10.	ARS, Madenur
11.	ARS, Gunjevu
12.	ARS, Kunigal
13.	ARS, Nelamakalahalli
14.	Receipt & expenditure
15.	Revolving fund
16.	Cropping plan
17.	Krishimela – general
18.	Krishimela – GKVK
19.	Scheme/department correspondence
20.	Orders for general
21.	Miscellaneous
22.	Correspondence with estate office
23.	Monthly progress report – all stations
24.	Contract guidelines

25.	A.O. Orders for contract works
26.	Permission to contract works

27.	Stock verification report
28.	Write – off orders
29.	Tender-cum-action
30.	Best F.S. Award
31.	Labour files
32.	Committee for sales/purchase/auction of animals
33.	Insurance for animals
34.	Monthly reports - dairy
35.	Committee for sales/purchase/auction
36.	Monthly staff position
37.	Committee for labour salary
38.	Land requested by govt.
39.	Adichunchanagirikrshimela

Documentation Unit

1.	Research Council Meeting and Action Taken Report file on Recommendation
2.	Plant Varieties Registry – Sunflower KBSH-41 : Original Record
3.	Plant Varieties Registry – Sunflower KBSH-42 : Original Record
4.	Plant Varieties Registry – Sunflower KBSH-53 : Original Record
5.	Kharif Workshop File - Proceedings of the Kharif Workshop - Action Taken Report
6.	Technical Programme of EDZ : Zone-5
7.	University Heads File
8.	Annual Report File
9.	Convocation File
10.	Research Highlights File
11.	Farm Trials File
12.	Package of Practices File
13.	New Research Project Proposals File
14.	General File
15.	Certificate File
16.	Editorial Committee File

PS Section

1.	All Scheme Heads meeting
2.	Academic Council meeting
3.	Officers Staff meeting
4.	Board of Studies meeting
5.	Coordination Committee meeting
6.	Doubling of Farmers Income
7.	Action plan to Curtail Farmers Suicide
8.	Pulses Mission and Seed Hub
9.	AKMU meeting
10.	Krshimela
11.	Convocation
12.	Travel Grants
13.	Canteen Supervisory Sub-Committee
14.	Karnataka State Seed Corporation Ltd
15.	Karnataka State Seed Organic Certification Agency, Hebbal
16.	Railfall, Area Sown & Forecast details
17.	Dean, Student Welfare
18.	Seed Stock Position at NSP
19.	Kannada Development Committee
20.	Library Sub-Committee
21.	Felicititation to Retiring Staff
22.	Estate Office Correspondence

23.	Karnataka Govvi. Correspondence
24.	Committees
25.	Circulars
26.	Special Agril. Zone in Karnataka(SAZ)
27.	Miscellaneous Paper /General Papers
28.	PG Programme in Abi, Mandya

29.	Personal file of Director of Research
30.	News Paper Cuttings
31.	Workshops
32.	Duty Report of Officers
33.	Space allotment committee
34.	Farm Development grants
35.	Monthly Report
36.	MandyaKrishimela
37.	Alberta Canada Government
38.	Board of Management Meeting
39.	Deputation of Teaches for higher studies leading to PhD. Degree Pogramme
40.	Karnataka State Bio-energy Development Board (BIOFUEL)
41.	National Seed Project, UAS, GKVK & Seed Production, ZARS, V.C. Farm, Mandya
42.	ISRAEL Technology Based Farming System, KSDA, GoK.
43.	ICAR-National Bureau of Agricultural Insect Resources (NBAIR)
44.	Registrar's Office Correspondence
45.	Administrative Office Correspondence

Establishment Section

1.	DR's Office(Gen.)
2.	ARS, Arsikere
3.	ARS, Balajigapade
4.	ARS, Chintamani
5.	ZARS, GKVK
6.	ARS, Gunjevu
7.	ARS, Madenur
8.	ZARS, Mandya
9.	MRS, Hebbal
10.	ARS, Nagenahally
11.	ARS, Tiptur
12.	ARS, Kunigal
13.	ARS, Nelamakanahalli
14.	Employee's Association
15.	Miscellaneous Matter
16.	Inland Fisheries
17.	Horticulture
18.	Dean(Agri.), CoA, GKVK
19.	BSH College
20.	Retiring Officials
21.	Other Associations of the University
22.	Oil Seeds Section, GKVK
23.	Teachers Evln. Reports
24.	SP Confidential Reports
25.	Probationary period
26.	Teachers Promotions
27.	Teachers Transfers Orders
28.	Teachers Shifting Posts
29.	Service Personnel Promotions
30.	Service Personnel Transfer Orders
31.	Service Personnel Shifting Posts

32.	Contract Appointment
33.	Advertisement (Teaching)
34.	Advertisement (Service Personnel)
35.	Comptroller's Office
36.	Vice-Chancellor
37.	Govt. Orders
38.	Estate Office
39.	Teachers Seniority
40.	SP-Seniority
41.	Dues-No dues

42.	MEMO (Gen.)
43.	Training (Gen.)
44.	AO – Office
45.	DE's Office
46.	Pension
47.	Small Millets, GKVK
48.	Arid Legumes, GKVK
49.	Pigeonpea, GKVK
50.	Sunflower, GKVK
51.	Soybean, GKVK
52.	Dryland, GKVK
53.	STCR, GKVK
54.	IFS Scheme, Hebbal
55.	PHET, GKVK
56.	VPM, GKVK
57.	Weed Management, Hebbal
58.	LTFE, GKVK
59.	Soil Arthropod Pests, GKVK
60.	Home Science, GKVK
61.	Potential Crops , GKVK
62.	Agrometeorology, GKVK
63.	Nematodes, GKVK
64.	Acarology, GKVK
65.	STR, NSP, GKVK
66.	BSP, NSP, GKVK
67.	Agro-Forestry, GKVK
68.	Honeybees, GKVK
69.	Castor, GKVK
70.	Rice, Mandya
71.	Sugarcane, Mandya
72.	Maize, Mandya
73.	Forage Crop, Mandya
74.	AICSMIP, Mandya
75.	Cotton, Chamarajanagara
76.	Sorghum, Chamarajanagara
77.	FIM, Mandya

AC section

1.	ARS,Arasikere Farm ,ARS Balajigapade,ARSchintamani,ARSNelamak anahalli,ARSGunjevu,MRSHebbal,ZARS,GKVK,ARSKunigal,ARSMadenur,ZARS,VC F,Mandya,ARSTiptur,ARSPavagada,NSP,Seedsfarm,OFRSNaganahalli, AICRP on Cotton &SorghumGKVKChamarajanagara.
2.	Zonal Development Grants (2013-14 to 2019-20)
3.	Farm Mechanization (2013-14 to 2019-20)
4.	Infrastructure Development of New Research (2016-17 to 2019-20)
5.	Up-Gradation of Old Research Stations (2016-17 to 2019-20)

6.	Soil and water conservation (2016-17 to 2019-20)
7.	Utilization Certificate
8.	Centric Demand Driven
9.	Varietal Technology Development (2014-15 to 2019-20)
10.	Farm superintendents monthly meeting
11.	Farm Receipts
12.	Research Stations Expenditure
13.	Climate change of Agriculture
14.	Progress Reports ARS/ ZARS
15.	DR s Sanction copy's files
16.	ADR s Sanction Order
17.	DR s Office Staff Requisition & Acknowledgement
18.	DRs office Establishment Request copy's
19.	Budget Allocation DR s Office

20.	AG s Audit
21.	Toshiba Copier(Xerox)cum Printer Machine
22.	Kyocera Xerox Machine (New) File
23.	AQUAGUARD service file
24.	UPS maintenance file
25.	Telephone Correspondence file
26.	Imprest Acknowledgement
27.	GST file
28.	Accounts Section General Papers(Xerox copies)
29.	Work Done reports Contract Labour
30.	DRs office bills details
31.	DRs office Stationary
32.	Circulars/General PAPERS
33.	Circulars Research/Assoc./Felloes/RA,s
34.	Stock Verification Circular/All Schemes/Farms
35.	Institutional Charges/DRs Office-Ab/Ac-9325/6295
36.	Revolving Funds of/Farms/Farm Receipts
37.	Fodder Revolving fund All Farm/Stations
38.	Revolving Funds of Horticulture
39.	TA/DA Bills Copies DRs and ADRs(HQ)
40.	DRs Office Bills Copies TA/Medical/Supporting Staff
41.	Office Orders for Hiring of Vehicles
42.	DRs Office Vehicles Repairs/Service Work
43.	State Govt Budget Sanctioned to UAS copies
44.	State Government Letters/General Papers
45.	Office Re-Appropriation of Budget /Additional Budget
46.	DRs Office Staff Monthly Meeting
47.	Convocation meeting
48.	Meetings /Proceedings
49.	Emirate Scientist file
50.	RTI
51.	To SRF /JRF Honorarium
52.	Project Principle Investigator Nominations (Charge handover)
53.	SC/ST Welfare Grants
54.	Maintenance Breeding & Nucleus Seeds
55.	RKVY Letters & Others
56.	AICRP ON CASTOR SEEDS
57.	UAS Finance Committee Meetings
58.	AICRP ON CASTOR SEEDS
59.	UAS Finance Committee Meetings
60.	Constitution of Purchase Committee

61.	Constitution of Purchase Committee
62.	Audit Objection ARS/ZARS Correspondence
63.	Audit / 2011-12 - 2016-17
64.	Audit 2016-17... ..
65.	Tax Concession certificate
66.	Rate Contract /Chemicals /Glassware's
67.	DA/HRA/Rates/Pay Allowances/Honorarium
68.	DGS & D Rates Purchase of Materials
69.	DRs Office Sales of Auction/Tender & Others ARS/ZARS
70.	Board Ratification for Finance & Others
71.	DRs Office Renovation
72.	AICRP Share 75% And 100%
73.	Delegation Of Power Of Write – OFF
74.	Correspondence of UAHS Shivamoga& UHS Bagalkot
75.	(SUJALA) III project
76.	Transparency Act (KTPP)
77.	Guidelines For Utilizing Of Testing Fees & Taxes Under purchases
78.	Non- Settlement of AC Bills from AICRP Schemes & Farms etc.....

79.	Farm Development Grants – Revalidation Copies
80.	Finance Office Orders From Comptroller's Office To DR's Budget
81.	General Financial Sanction Orders Comptroller's Office Plan & NON
82.	Transfer of Dead Stock Materials Handed over/Taken over (DBT)
83.	Farm Development Committee Meetings (FDC)
84.	Budget / Expenditure Other than AICRP
85.	Multi Location Trial(MLTs)
86.	Dead Stock Articles of Scheme
87.	Institutional Charges PI Share 25%
88.	Revised pay scale and its other General orders
89.	Indian congress meetings from 3rd to 7th january-20
90.	AICRP on Agro-Forestry Budget(2019-20)
91.	6th TA bills (2019-20)
92.	Bio-fuel –Madenur (6651)

