

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

Institute: Agricultural Research Station, Pavagada

Sl.No.	Official / staff	Designation	Job chart
1	Er. Syed Mazar Ali	Farm superintendent	Farm management, carrying developmental works, conducting Multi Location Trials (MLT), seed production activities, maintaining office records registers and cash book. Maintaining staff attendance registers and leave record. Preparing statements and reports. Maintenance of service registers and personal registers. Carrying tender, quotation and other works as and when needed. Serving as member secretary for various purchases, tender and work committee of the station. Disseminating technologies through radio and TV programmes in various aspects, apart from said programmes. 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
2	Dr. Jahir Basha. C.R	Assistant Professor & Station Head	Assisting Farm management, carrying developmental works, conducting Multi Location Trials (MLT), seed production activities. 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 viz., Training programmes, Demonstrations and FFS for the benefit of extension functionaries and farming community. Serving as resource person for agriculture and allied subjects to line departments and NGO's. Introducing groundnut based alternative cropping system in zone-IV. Serving as plant protection specialist to identify, diagnose and to resolve the pest problems in the district through one to one contact, Kisan advisories and through e – portal. Serving as a resource scientist to evaluate organic villages in the zone for their performance. Serving as member secretary for various purchases, tender and work committee of the station. Acted as a in-charge station head of ARS, Pavagada till 17.02.2020. Disseminating technologies through radio and TV programmes in various aspects, apart from said programmes involved as a Co-Principal Investigator for a various projects and testing Chemicals.
3	Mr. Ramakrishna	Farm Labour	Assisting in conducting experiments and farm activities. Maintaining cleanliness in the office. Helping in making photo copies of bills and other official letters and assisting office staff in official work.

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List of office files Maintained

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 Camara