

RTI ACT 2005 Column 4(1)(a)**Name of the Station:- Agricultural Research Station, Nelamakanahalli, Chickaballapur (T&D)**

Sl. No.	Name of the Official	Designation	Works to be attended
1.	Dr. Krishna Reddy G.S.	Farm Superintendent	Administration and Farm Management: <ul style="list-style-type: none"> - Quality seed production - Maintenance of horticultural crops (Mango etc..) - Taking up farm development work - Resource management - Fodder management Research Activities: <ul style="list-style-type: none"> - Demonstration of climate smart agricultural Technologies. - Conducting Multi-location trails on Ragi, Redgram, cowpea, Foxtail Millet, Little Millet etc., Extension activities: <ul style="list-style-type: none"> - Serving as resource person to the developmental Departments. - Conducting training program's to farmer and Farm women - Conducting demonstration and field days for the Benefit of farmers. - Developing technical literature for the benefit of Farmers. - Farmers field visit and advise for better Production of crop.

RTI ACT 2005 Column 4(1)(b) – Office Maintaining Files

1	Administrative officer file	2	Comptroller file
3	Director of Research file	4	Associate Director of Research(HQ)
5	Confidential report file	6	Cost of cultivation file
7	Horticultural crops file	8	Borewell information file
9	Annual Stock verification file	10	Auction file
11	Budget file	12	Special officer file (NSP)
13	Land records file	14	Court file
15	Contract labour information file	16	Circular file
17	Monthly reports file	17	Tractor file
19	K.S.S.O.C.A Seed Reg. file	20	Experimental file
21	Farm Developmental file	22	Financial sanction (devlp) file
23	Estate officer file	24	Contract works file
25	DC/ PDC OC/Passed bills file	26	Electrical works file (KEB)
27	C.L. Letter file	28	Receipts and Expenditure file.
29	Audit report/replace	30	Tree Register
31	UAS Sanction File	32	Committee File
33	List of buildings and implements	34	Notifications File
35	Computer sheets File	36	Monthly Meeting File
37	Cheque Issued to Comptroller File	38	FS Auditing File
39	Annual Evaluation File	40	FS Salary Slip File
41	Crop Plan File	42	APMC File
43	Delivery/ Store Indent slip File	44	Experiments PDC bills File
45	Ragi Conversation and SMLT File	46	Estimates File
47	Internet File	48	Tour Program File
49	LV Driver File	50	Invitations and Editor Newspaper File
51	Publications and Newspaper articles File	52	Student File
53	RTI File	54	FS File

Sd/-

**Farm Superintendent
ARS. Nelamakanahalli
Chickballapur**