



**UNIVERSITY OF AGRICULTURAL SCIENCES, BENGALURU**  
Agricultural Research Station, Konehally, Tiptur-572202.

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Email: [arstiptur@gmail.com](mailto:arstiptur@gmail.com)

No. ARSMK/FS/RTI/2022-23 /

Date: 08.04.2022

To,

The Director of Research  
University of Agricultural Sciences  
GKVK Campus  
Bengaluru- 560065

Sir,

**Through Proper Channel**

**Sub:** Submission of office staff and record /register information w.r.t. RTI letter to ARS, Konehally, Tiptur ....reg

**Ref:** ಸಂಖ್ಯೆ:ಸಂ.ನಿ/ಸಿ.ಶಾ./ಎ-165/2022-23 ದಿನಾಂಕ: 06.04.2022.

With reference to the above cited subject, I am here with submitting the staff information and office record /register information w.r.t. RTI letter as following Performa at Agricultural Research Station, Konehally, Tiptur. This is for your kind information and needful.

**RTI Atc. 2005 4 (1) (A)**

**Name of Station / Section:** Agricultural Research Station, Konehally, Tiptur

Sl. No.	Officer / Employee Name	Designation	Attending works
1	Dr. Yogeesh.T.C	Farm Superintendent (Assistant Professor Grade)	Management of the farm activities including seed production and farm development works, research on field crops, organic farming, participate in training programme as resource person, management of all farm records, labour distribution and other records
2	Dr. Shivappa Nayaka.H.B	Assistant Professor ( Animal Science)	Instruction to maintained the animal husbandry and participate in training programme as resource person
3	Mr. Jagadeesh. T.D	Sr.Field Assistant (W/A)	Maintenance of Store and Store records, Service registers, Cash book, Related records and Other office records nursery and monitoring the crop production activities Supervising the duties of field operation seed production crops.
4			
5	Mr. Rajesh.N.	Field Assistant (against Lab assistant)	Supervising the duties of dairy, Sheep, Goat, Maintenance, laborers and night watch and ward
6	Mr. Shivakumarswamy	Guest house cleaner/ Massanger	Office cleaning , Attending Bank, Post, fileing and other office work
7	Mis. Rathana	Sr. Farm Labour	Attending the sheep, got shed cleaning work and grassing
8	Mis. Kempamma	Farm Labour	Attending the day today field apparitions
9	Mr. Shivakumar M.G	"C" Group Employee	Attending the dairy duties and watch and ward at night
10	Mr. Nagaraju.M	MRE Labour	Attending the dairy duties and watch and ward at night

**P.T.O.**

**RTI Atc. 2005 4 (1) (B)**

<b>Sl. No.</b>	<b>Attending records / register</b>
1	Cash books (Farm section, Fodder revolving fund and Livestock revolving fund cash book)
2	Service personal books and personal files
3	DBR book
4	DBI book
5	Store books (Consumable article, seeds & manure, guest house, furniture, dead stock, equipments, stamp, telephone, KEB, borewell, contract, TA, salary, tender, NSP, store Indent, delivery, General receipt, Movement register, VIP and Farmers remarks register and tree registers)
6	PDC and DC bills registers
7	Encashment register
8	Budget book
9	Log books (Motor & Tractor log book)
10	Cash bill
11	Receipt book
12	Bank pass book and cheque book
13	Bills, monthly reports and etc.
14	Audit reports
15	Milk register and milk cards
16	Livestock register
17	DMS book
18	CL and CH Register
19	Circular file
20	Vouchers file (F/RF)
21	Live Stock Maintenance

Thanking you

Yours faithfully

Farm Superintendent



**Copy submitted to:**

1. The Associate Director of Research, ZARS, VC, Farm, Mandya for your kind information
2. Office copy