

4(1)(a) up to 31.03.2023

**Duties and Responsibilities of Senior Farm Superintendent office
ZARS V.C. Farm, Mandya**

Sl. No.	Name of the officers and Designation	Duties and responsibilities
1.	Dr. Yogesh, T.C. Senior Farm Superintendent ZARS, V.C. Farm, Mandya	Supervision of all the blocks of ZARS, V.C. Farm, Mandya and taken up all the seed production programme activities.
		Supervision of maintenance of main ZARS, building, SFS office, Jaggery park, WTC, Seed purity laboratory vehicle shed, seed and general store, diary unit, guest house and quarters etc.
		Supervision of account section and accounts related matter, vehicle section, DMS section.
		To prepare the annual budget and cropping plan
		Supervision of Finance related matters of all AICRP's external funded projects, testing trials and Revolving funds operated at ZARS, V.C. Farm, Mandya
		Maintenance and supervision of ZARS Budget.
		Maintenance of goods, buildings premises, roads etc.
		Answering to audit enquiries, RTI questions etc.
		Maintenance and supervision of vermicompost and Breeder seed Revolving Fund operating at ZARS, V.C. Farm, Mandya
		Supervision and Maintenance of Farm pond and fisheries
		Maintenance of projects and multi-location trails and other works
		Others works entrusted by ADR, DR, all scheme heads and other higher officer of the university
2.	Mr. Gireesh,S Superintendent (Accounts)	Attending the zone-6 papers and submitted to Assistant Comptroller
		Verification of office general and Revolving fund cash books
		Scrutinizing of AC, DC, PDC, NDC bills which is received towards the concerned case workers
		Attending the audit correspondence work and etc.
		Attending the inward and outward papers
3.	Mr. Venkatesh G.C. Senior Assistant	Preparation of T.A, Medical, Festival advance, EL Encashment and pay bills
		Preparation of 179 days contract salary bills.
		Attending the RTI papers.
4.	Ms. Surekha N Senior Assistant	Writing of office general and Revolving fund cash books
		Maintenance of Revolving fund vouchers
		Maintenance of office cheque books and cash books related registers
		Attending the bank correspondence works and etc.

5.	Mr. Nagamohan, B.S. Assistant	Maintenance of office files
		Typing of AC/DC/PDC/NDC bills of farm budget, 10 AICRP budget, 30 testing trials and projects
		Typing the Revolving fund vouchers
		Typing of office letters
6.	Mr. Laksmhinarasimhaiah M. Senior Field Assistant	Preparation of DRE/MRE Salary and other bills
		Attending the audit related papers.
		Preparation of annual receipt and expenditure
		Preparation of monthly receipt and expenditure of revolving funds
		Additional charge for Vermicompost maintenance
7.	Mrs. Sarala, K.A Senior Field Assistant	Maintenance of Budget and other registers
		Preparation for AC/DC/PDC/NDC bills of farm budget, 10 AICRP budget, 30 testing trials and projects

4(1)(b) up to 31.03.2023
List of registers maintained at Senior Farm Superintendent office
ZARS V.C. Farm, Mandya.

Sl. No.	Name of the files
1.	Biogas Plant
2.	House Allotment Committee
3.	Purchase Committee
4.	DRE Correspondence
5.	Seed Production
6.	Ragi Breeder Seed Production
7.	Store Correspondence
8.	Guest House Correspondence
9.	Tahaasildhar
10.	Court Correspondence
11.	Meteorological Observation
12.	Tree Details
13.	Establishment file
14.	Machinery Brochure file
15.	Bore Well
16.	ZREP Workshop
17.	NAIP Workshop
18.	Cropping Plan
19.	Job Contract (179 days)
20.	Campus Development committee
21.	Farm Development
22.	Agriculture / Other Department File
23.	Up Gradation of Old Research Stations
24.	Forest Department
25.	Farm Development Work
26.	Soil and Water Conservation Grants
27.	Utilisation Certificates
28.	KSSCE File
29.	Monthly Farm Superintendent Meeting at DR Office File
30.	Land Records
31.	RKVY – Organic Farming – Ab /Ac No. 8714
32.	GOK (Ad hoc) – Maintenance Breeding – Ab /Ac No. 8815
33.	UAS (Ad hoc) – Development Breeding Suvarna Naari – Ab/Ac 6708
34.	Climate Smart Agriculture Demonstration
35.	RKVY – Augmenting Fodder – Ab/Ac. 8726
36.	Vermi compost Revolving Fund
37.	Fodder Seed Production Revolving Fund
38.	Jaggery Park
39.	Seed stock File
40.	RAPCMC File
41.	Estimate File
42.	IJAETC Seed Farm
43.	Seed Hub File

4(1)(b) 2021-22 up to 31.03.2023

List of registers maintained at account section Senior Farm Superintendent office
ZARS V.C. Farm, Mandya.

Sl. No.	Name of the files/registers
1.	Administration
2.	Finance
3.	Monthly Progress report& Annual report
4.	Workshop and meeting
5.	Inspection report of Vice-Chancellor 05
6.	Inspection report of Director of Research
7.	Inspection report of Associate Director of Research
8.	Miscellaneous File
9.	Important Circular
10.	Maintenance of vehicle
11.	Unserviceable Article
12.	Staff Meeting Proceeding (Farm Section)
13.	Staff Meeting (RRS Proceedings)
14.	Establishment
15.	Coconut Seeding
16.	Store Purchase Officer
17.	Audit
18.	Sugarcane Harvesting Contract File
19.	Office Circulars/Office Orders/Note
20.	Livestock/Dairy
21.	CADA/Irrigation Department
22.	Junior-Engineer(Civil) AEE
23.	Market Price Of APMC/RAPCMS
24.	Estate Officer
25.	Employee Association
26.	Scheme/Local Correspondence
27.	Auction cum tender file
28.	Local arrangement
29.	Contract works(Scheme/Project)
30.	Weigh bridge
31.	Farm Labor file /Memo
32.	Asst/Assoc/Prof. Field Assistant Correspondence
33.	Sri Chamundeshwari Sugars K.M. Doddi, Correspondence
34.	IJAETC, Shivalli Seed Farm,
35.	KVK
36.	Budget File
37.	Charge List
38.	Kaveri Neeravarinigama , water tax file, Revenue Tax,
39.	Koppa Sugar Factory File
40.	KSSCA File
41.	Revolving File
42.	KEB/(SESCOM)
43.	NO Dues and Retirement File

44.	Stock Verification File
45.	All Scheme & Projects Supply order File
46.	PDC bills Office Copy and passed Copy .
47.	DC bills Office Copy and passed Copy .
48.	NDC bills Office Copy and passed Copy.
49.	AC bills Office Copy.
50.	Payees Receipt File
51.	Sanction file.
52.	Electrical bill file.
53.	Contract labour wages file.
54.	Medical budget and expenditure register .
55.	Travelling budget and expenditure register.
56.	Computer pay bill file.
57.	LPC file.
58.	Barward extract File
59.	Pay Bills.
60.	Inward and outward register.
61.	Farm Budget file.
62.	Destruction of Un serviceable items file.
63.	Revolving fund monthly statement and expenditure file.
64.	Revolving fund annual statement and expenditure file.
65.	Farm receipt file.
66.	DRE/MRE file.
67.	Office General Cash book.
68.	Revolving fund cash book.