

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

**Date: 31-03-2022**

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

<b>Sl. No.</b>	<b>Name of the Officer/Employee</b>	<b>Designation</b>	<b>Duties and Responsibilities</b>
1.	Dr. Y. G. Shadakshari	Director of Research	<ul style="list-style-type: none"> <li>o Co-ordinating the planning and Execution of research conducted by the scientists in the University, excepting student research.</li> <li>o Preparing annual budget estimates for research activities of the University.</li> <li>o Supporting the Deans to monitor the approved research programmes conducted by the teaching faculty.</li> <li>o Supervise the publication of research results.</li> <li>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.</li> <li>o Maintaining and supervision of AICRP's, Adhoc Projects including GOI/GOK/RKVY projects, Testing Trials etc.</li> <li>o Be responsible to the Vice-Chancellor in exercise of the powers and discharge of duties under the Act and Statues.</li> </ul>
2.	Dr. Niranjana Murthy Relieved on 28-02-2022 Dr. M. R. Krishnappa additional charge reported on 28-02-2022	Assoc. Director of Research (HQ.)	As a Zonal Head for the research in Zone-5 (Eastern dry zone) I am looking after the working of different research stations under the zone-5 administration, Research activities, demonstrations tender formalities and the work interested by the Director of Research in the University.
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

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4.	Dr. Karuna K	Professor	<p>1.Compilation of report in respect of Research Directorate</p> <ul style="list-style-type: none"> <li>○ Convocation address</li> <li>○ Annual Report both in Kannada &amp; English.</li> <li>○ Research Highlights both in Kannada &amp; English</li> <li>○ Research Project Directory.</li> <li>○ Technical Program of Eastern Dry Zone</li> <li>○ Research Results booklet for Zone-5 ZREP workshop for Kharif</li> <li>○ Research progress report for the Meeting of Board of Management.</li> <li>○ For University Review committee Meeting</li> <li>○ For visit of Accreditation Team</li> <li>○ For ranking of Universities</li> <li>○ Information of UAS (B) for PoP meeting.</li> <li>○ Research Information for performance Report to GoK.</li> </ul> <p>2.Assist ADR and DR in Organizing and conducting the</p> <ul style="list-style-type: none"> <li>○ Zonal <i>Kharif</i> workshop, release of proceedings and its follow-up action.</li> <li>○ Research Council Meeting, agenda preparation, release of proceedings and its follow-up action</li> </ul> <p>3. Monitoring of Farm Trials in Zone-5.</p> <p>4. Attend to all routine works of Documentation Unit.</p> <p>5. Attend to all routine works assigned by Director of Research.</p> <p>6. Teaching</p> <ul style="list-style-type: none"> <li>○ Offer PG course</li> <li>○ Guidance to PG Students</li> </ul>
5.	Mr. C. Umashankara additional charge of the post of Technical Assistant reported on 19-07-2016	Technical Officer	<ul style="list-style-type: none"> <li>○ Letters correspondence related to finance, sanction, monthly reports, Annual reports, Interim reports, Proceedings of Monthly Scheme Heads meeting of 31 AICRP Schemes and 4 Voluntary centers</li> <li>○ Letter correspondence of externally funded projects</li> </ul> <p>GOI – 85 nos., GOK – 44 nos, Adhoc (ICAR) – 7 nos, Other funding Agency (T-Coll) – 43 nos and Emeritus Scientists – 5 nos.</p> <ul style="list-style-type: none"> <li>○ Allotments of Scientists to take up the testing trials and Correspondence related to testing trials with the Scientists and Companies – Varietal trial, Bio-efficacy, Biofertilizers, Soil and water</li> </ul>

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			analysis, Engineering and Others ○ Correspondence regarding University Foundation Day – Professional Awards – 3 nos. and Incentive Awards to Principal Investigators of the projects ○ Correspondence related to ICAR Regional Committee – VIII meeting ○ Preparation for Annual Krishimela, Zonal Research and Extension Programme (ZREP) and Research Council ○ Letter correspondence with Central and State Departments ○ Verification of letters corresponding to the projects ○ Preparing and providing of information to the Agriculture Secretary and Director of Agriculture as and when required ○ Verification of Publications of the Scientists ○ Letter correspondence for organizing Annual Group Meetings of AICRPs ○ Preparing of information for RTI pertaining to Technical Officer Section ○ Verification of budget and reports of GOI, GOK, T-Coll, Adhoc and Emeritus Scientists projects Correspondence related to Evaluation of Private Companies Hybrids
6.	Mr. C. Umashankara Assoc. Professor	Extension guide	○ Processing of papers of Scientists relating to attending Seminars and Conferences ○ Preparation for Zonal Research and Extension Programme (ZREP) and Research Council ○ Providing information to Legislative Council and Legislative Assembly, Rajya Sabha and Lok Sabha ○ Offering Course to B.Sc students
7.	Dr. G. M Sujith	Technical Officer (Farm)	○ Supervising the farm related works (crop planning, developmental activities) of 13 Agricultural Research Stations of University of Agricultural Sciences, Bangalore ○ Looking after the project activities and concerned works ○ Correspondence with Government of Karnataka concerned to research activities of the UASB. ○ Nominating scientists to problematic field visits and carrying out related works. ○ Implementing annual seed production activities of UASB in co-ordination with Special Officer (Seeds), National Seed Project, GKVK, Bangalore. ○ Monitoring the entire activities of RKVY projects as a Nodal Officer and carrying out related works. ○ Correspondences with Indian Council of

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			<p>Agricultural Research, Karnataka State Seed Corporation (KSSC)with regard to seed production and other related issues with farm superintendents, breeders and zonal ADR's</p> <ul style="list-style-type: none"> <li>○ Organizing variety evaluation committee meeting of newly released varieties of farm universities and correspondence with department of agriculture for diffusion of the same among farming community.</li> <li>○ Evaluating seed stock related reports of the Agricultural Research Stations and correspondence with university authorities for obtaining permission to convert the same as grains.</li> <li>○ Participating in the general/Review and State Level Sanctioning Committee meetings at State/National level concerned to seeds and Rashtriya Krishi Vikas Yojana (RKVY) projects.</li> <li>○ Carrying out the activities as per the instructions of Director of Research and performing any other works/activities as directed by the Director of Research.</li> </ul>
8.	Mr. M. Girikumar	Asst. Administrative Officer	<ul style="list-style-type: none"> <li>○ Supervising of Service Registers of the Scientists and Non-Teaching staff,</li> <li>○ Maintaining Staff Position &amp; Incumbency Register/ Annual Evaluation reports.</li> <li>○ Maintaining contract employee's Office orders, attendance &amp; Work done.</li> <li>○ Furnishing RTI Information.</li> <li>○ Assisting Director of Research in office correspondence work.</li> </ul>
9.	Mrs. Annapurna S. Sajjan	Asst. Comptroller	<ul style="list-style-type: none"> <li>○ Signing the cheque to draw the amount from the bank towards use of the Directorate of research</li> <li>○ 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</li> <li>○ Issuing of Financial sanctions to various schemes/projects/ARS/ZARS</li> <li>○ Answering of Audit Reports</li> <li>○ Revalidation/Re-appropriation of budget for various projects/schemes</li> <li>○ Maintains of Developmental grants accounts</li> <li>○ To attend all the financial proposal approved by the Director of research and to forward to comptroller for further needful.</li> </ul>
10.	Mr. Andanappa Reported on 31-08-2019	Personnel Secretary	<ul style="list-style-type: none"> <li>○ 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.</li> </ul>

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			<ul style="list-style-type: none"> <li>○ To be write the date and subject of the meeting on the display board.</li> <li>○ To be fixed the date and time for Visitors on the permission of Director of Research.</li> <li>○ To be maintain the Official email (<a href="mailto:dr@uasbangalore.edu.in">dr@uasbangalore.edu.in</a>)</li> <li>○ To be maintain the Telephone (Landline).</li> <li>○ To be conduct the monthly meeting of the Directorate of Research.</li> <li>○ To be maintaining the confidential letter/file received from the Government or Officers of UAS, Bengaluru.</li> <li>○ To be maintain confidentiality.</li> <li>○ To be maintain the Tour Plan/programme of the Director of Research.</li> <li>○ To be submit the consolidated monthly report of the Director of Research to Vice-chancellor. UAS, Bengaluru</li> <li>○ To be conduct the meeting, which are chaired by the Director of Research and to take the signature of the members of the meeting.</li> <li>○ To be informed day to day meeting details to the Director of Research</li> <li>○ To be maintain the Personal file of the Director of Research and other files also.</li> <li>○ To be work on the direction of the Director of Research.</li> </ul>
11.	Mrs. S. K. Lakshamma Reported on 10-10-2019	Superintendent(Admn.)	<ul style="list-style-type: none"> <li>○ Verification of Service Registers of the Scientists and Non-Teaching staff,</li> <li>○ Verification of contract employee's Office orders, attendance &amp; Work done.</li> <li>○ Participating in contract employee's selection committees of ZARS/ ARS Stations, AICRP's Scheme &amp; other related projects of DR's Office.</li> <li>○ Office General works as per the direction of Director of Research and other related officers of the DR's Office.</li> </ul>
12.	Mrs. H. S. Padmashree,	Technical Assistant	<ul style="list-style-type: none"> <li>○ Compilation of the following reports both in Kannada and English</li> <li>○ Annual report</li> <li>○ Convocation report</li> <li>○ Report for Foundation Day</li> <li>○ Research Highlights</li> <li>○ ZREP Book and Proceedings</li> <li>○ Glimpses for Krishimela</li> <li>○ Preparation of Agenda Notes and proceedings for Research Council</li> <li>○ Preparation of Action taken report on action points of ZREP and Research council meeting</li> <li>○ Preparation of Proceedings of Editorial</li> </ul>

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			<ul style="list-style-type: none"> <li>committee and other correspondences</li> <li>○ Follow-up action of Farm trials</li> <li>○ Assisting in organizing ZREP and Research Council meeting</li> <li>○ Documentation of reports received in the Directorate</li> <li>○ Updation of Project directory</li> <li>○ Preparation of Slides and materials for State level Kharif Campaign</li> <li>○ Any other work assigned by D.R.</li> </ul>
13.	Mr. Sathish Kumar, Reported on 25-09-2020	Sr. Assistant	<ul style="list-style-type: none"> <li>○ DR's office contract workers pay bill and all correspondence work.</li> <li>○ 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.</li> <li>○ DR office all Dead Stock items correspondence work and DBR/DBI/Stock ledger and indents / DR &amp; ADR other vehicle, log book maintenance and related work (Sores and Vehicle).</li> <li>○ Office stores (Stationeries) stock and issue etc., related work / office stock verification and related correspondence work.</li> <li>○ Unserviceable items and vehicle spare parts etc., every year hand over to SPO.</li> <li>○ Stock verification work every year stores work preparing and maintained the records etc.,</li> <li>○ Assisting the Director of Research and Assistant Comptroller, Account Section in Office correspondence work.</li> </ul>
14.	Mr. Venkataraju	Assistant	<ul style="list-style-type: none"> <li>○ 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.</li> <li>○ Furnishing of information under CAS Promotion to the concerned scientists.</li> <li>○ Put up for Approval of Tour Programme &amp; Tour Diary of the scientists and correspondence with the Administrative officer.</li> <li>○ Maintenance of Service registers files / Contractual personal files and other registers.</li> <li>○ Furnishing of information under Right to information act (RTI) to the concerned</li> </ul>

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			<p>applicant and other correspondence and assisting to the Superintendent (Admn.) in EST section of DR's Office.</p> <ul style="list-style-type: none"> <li>○ Assisting the Director Research and Superintendent (Admn), EST section in office correspondence work.</li> </ul>
15.	Mr. N. Prasanna Kumar	Lab. Assistant	<ul style="list-style-type: none"> <li>○ Maintenance of Casual leave &amp; Restricted Holiday of the Scientists and DR's Office Supporting staff.</li> <li>○ 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.</li> <li>○ The proposals / letters received from the Assoc. Directors of Research, Farm Superintendents, Station Heads and Scheme Heads and to offer remarks and recommendations and forwarding the same to the concerned officers of the University.</li> <li>○ Letter correspondence with ICAR regarding continuation of Schemes staff position of Scientists and Service Personnel.</li> <li>○ Furnishing of information to the Government of Karnataka as and when required.</li> <li>○ Maintenance of establishment sections correspondence files and registers.</li> <li>○ General Office works as per the direction of Director of Research and other related officers of the Directorate.</li> </ul>
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

<b>Chief Scientific Officer</b>	
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
<b>Technical Officer Section</b>	
1	All India Coordinated Research Projects – 31 nos. Voluntary Centers – 4 nos.
2	Externally funded projects a. Govt. of India – 85 nos. b. Govt. of Karnataka – 44 nos. c. Adhoc (ICAR) – 7 nos. d. T-Coll (Public & Private Companies) – 43 nos. e. Emeritus Scientist – 5 nos.
3	Centro Internacional de Mejoramiento de Maiz y Trigo (CIMMYT)
4	Farm Machinery Testing Centre (FMTC)
5	Incentive Awards a) Dr. Kalayya Krishnamurthy National Award b) Nagamma Dattatreya Rao Desai Award c) Dr. M. H. Marigowda National Endowment Award
6	Karnataka Agriculture Price Commission (KAPC)
7	Command Area Development Authority (CADA)
8	Regional Committee VIII
9	Agril. Secretariat Correspondence (G4) & (G4A )
10	Transgenic Crops (Genetically Modified Crops)
11	Institutional Ethical Committee
12	Prof. Nanjundaswamy Research Chair
13	Skill Development Center (ಕೌಶಲ್ಯಾಭಿವೃದ್ಧಿ)
14	IMD ಕೃಷಿ ಹವಾಮಾನ
15	Economic Survey (ಆರ್ಥಿಕ ಸಮೀಕ್ಷೆ)
16	Ragi Lakshmanaiah
17	GOK – Organic Farming
18	Assurance Committee
19	NAEB
20	New Agriculture Policy
21	BMRCCL
22	Directorate of Secondary Agriculture
23	Agriculture Minister
24	Isreal Technology
25	IRRI
26	ISRO
27	Sustainable Development Goal (SDG-2)
<b>Technical Officer (Farm) Section</b>	
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.	Adichunchanagirikrishimela
<b>Documentation Unit</b>	
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
<b>Personal Secretary - Section</b>	
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.	Krishimela

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.	Felicitation to Retiring Staff
22.	Estate Office Correspondence
23.	Karnataka Govvt. 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
<b>Establishment Section</b>	
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
<b>Account Section</b>	
1.	ARS, Arasikere Farm , ARS, Balajigapade, ARS, Chintamani, ARS, Nelamak anahalli, ARSGunjevu, MRSHebbal, ZARS, GKVK, ARSKunigal, ARSMadenur, ZARS, VCF, Mandya, ARSTiptur, ARSPavagada, NSP, Seedsfarm, OFRS Naganahalli, AICRP on Cotton & Sorghum GKVK, Chamarajanagara.
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)