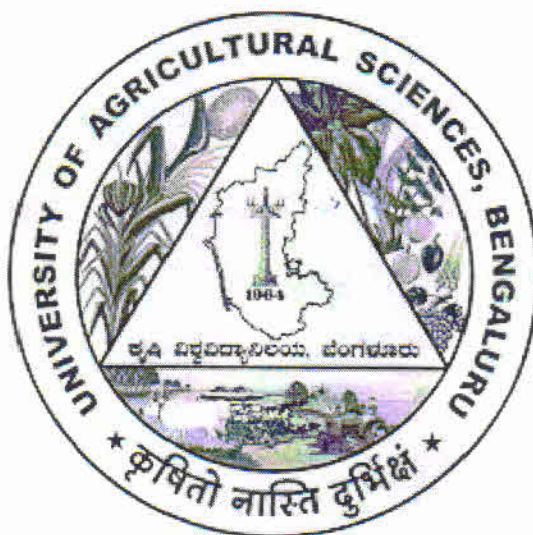


University of Agricultural Sciences, Bangalore



Disclosure of information under section 4(1)(a) & 4(1)(b) of Right to Information Act, 2005

(as on 1st February, 2024)

Administrative Office,
5th Floor, Naik Bhavan,
GKVK Campus,
Bengaluru – 560 065

E-mail: ao@uasbangalore.edu.in

Web site: <https://uasbangalore.edu.in>

(i) The particulars of its organization, functions and duties [Section 4 (1) (b) (i)]

Establishment:

The University of Agricultural Sciences, Bengaluru is established under the Karnataka Universities of Agricultural Sciences Act, 1963 with territorial jurisdiction extending over the districts of Kolar, Chikkaballapur, Bangalore (Rural & Urban), Ramanagaram, Mandya, Tumkur, Mysore, Chamarajnagar and Hassan.

Objectives:

1. Making provision for imparting education in different branches of study, particularly agriculture, agricultural engineering, and other allied sciences specified in sub-section (3) of Section 2 of the University of Agricultural Sciences Act, 2009;
2. Furthering the advancement of learning and research, particularly in agriculture and other allied sciences;
3. Undertaking the extension education of such science and technologies to the rural people of the state; and
4. Such other purposes as the State Government may, by notification in the official Gazettee, specify from time to time;

Powers and Functions;

1. To provide for undergraduates and post graduate instructions in agriculture and other allied branches of learning;
2. To provide for conducting research in agriculture and allied branches of learning;
3. To provide for dissemination of the findings of research and technical information through extension education programme;
4. To institute course of study and hold examinations for and confer degrees, diplomas and other academic distinctions on, persons who have pursued a prescribed course of study or research or both in the University including part time courses and / or research carried out in any other University or recognized institutions for this purpose; and
5. To confer honorary degrees and other distinctions as may be prescribed; etc.

(ii) **The powers, functions and duties of its officer and employees [Section 4 (1) (b) (ii)]**

The powers and duties of the Administrative Officer are as under:

1. The Administrative Officer serve as administrative assistant to the Vice-Chancellor,
2. Be responsible for the recruitment, selection and appointment of all service personnel of ranks and salary scales approved by the Board, and in the manner prescribed and for the maintenance of the service and leave records of service personnel in accordance with Statute 32,
3. Grant such leave permissible under the Regulations for all the service personnel. He shall also assist the Vice-Chancellor in granting leave to the Officers and teachers of the University,
4. Act as liaison officer between the University and the State and Indian Governments and other bodies under the instructions of the Vice-Chancellor,
5. The scale of pay of the post of Administrative Officer shall be equal to that of Officer of KAS in the State scale,
6. His term of office shall be for a period of three years and he shall be eligible for reappointment for a final second term with the approval of the Board,
7. Overall coordination, Supervision and Implementation of Administrative matter / decisions including the recruitment / promotions of teaching and non-teaching staff as per the Rules / Act & Statutes
8. Counter signing the confidential reports of sub-ordinate officers / staff of administrative office and writing the CR of DAO
9. Any other work entrusted by the Vice-Chancellor

Duties and Responsibilities of employees of the Administrative Office

1. Recruitment Section (Teaching):

Head:	Assistant Administrative Officer
1	Superintendent
2	Contract Assistant
3	Contract Assistant
Duties and Responsibilities	
1	All matters connected with Recruitment of Officers and Teaching posts of all the cadres under Direct Recruitment
2	All matters connected with the promotional process for teaching posts under Career Advancement Scheme (CAS)
3	Preparation of items to Academic Council and Board on matters connected with Recruitment / Promotion of teaching staff
4	Initiating action on the minutes of the Academic Council and Board Meetings
5	Correspondence with Govt. of Karnataka / ICAR / UGC/ pertaining to Recruitment / Promotion
6	Attending to the Writ Petitions filed against UAS Bangalore pertaining to recruitment and promotion of Officer / Teachers etc.

7	Attending to demands of ATUAS, GKVK
8	Overall monitoring of replies to Govt. letters
9	Furnishing information under RTI pertaining to Recruitment and promotions
10	Any other work entrusted by the Administrative Officer from time to time

2. Recruitment Section (Service Personnel):

Head:	Retired and new Section head not assigned
1	Senior Assistant
2	Contract Assistant
Duties and Responsibilities	
1	All matters connected with Recruitment of Non-teaching posts under direct recruitment
2	Processing of application for appointment on compassionate grounds
3	Issue of seniority list, eligibility list, conducting screening committee and issue of promotional orders as per C&R Regulations for non-teaching staff
4	Preparation of items to Academic Council and Board of Regents connected with recruitment of service personnel
5	Initiating action on the minutes of the Academic Council and Board Meetings
6	Correspondence with Govt. of Karnataka and agencies in connection with recruitment / promotional cases
7	Preparation of parawise remarks and other information on writ petition filed against UAS Bangalore connected to RSP Section
8	Furnishing replies to demands of UAS Employees Association
9	Any other work entrusted by the Administrative Officer

3. Establishment Section (Teaching):

Head:	Retired and new Section head not assigned
1	Senior Assistant
2	Senior Assistant
3	Assistant
4	Contract Assistant
5	Contract Typist
6	Contract Assistant
Duties and Responsibilities	
1	Forwardal of applications of Teachers / Scientists to the Fellowship / Scholarship / Training Programmes to the concerned Central / State / Other Agencies concerned after following the procedures within and outside the country
2	Permission to UAS Employees to prosecute higher studies leading to Post Graduate Degree
3	Sanction of Leave Travel Concession, Home Travel Concession to the Teachers / Scientists/ Maternity Leave
4	Sanction of Earned Leave / Commuted Leave and Annual Increments to the Teachers / Scientists
5	Issue of Transfer Orders to the Teachers / Scientists
6	Correspondence with Central / State / Other Agencies with regard to service matter's clarifications
7	Furnishing of information to the Central / State / Other Agencies as requested by them
8	Furnishing of parawise remarks to the Writ Petitions filed against UAS(B), connected to EST-Teaching
9	Preparation of Board Items, Issue of Orders after release of Board Minutes

10	Furnishing of replies to the Audit Observations raised by the Auditors of State Account Department and Accountant General Office
11	Maintenance of Service Registers and Personal Files of Officers
12	Maintained of Staff position
13	Pay fixation on promotions and new recruitment
14	Declaration of Probation
15	Any other work as entrusted by the Administrative Officer

4. Establishment Section (Service Personnel):

Head:	Assistant Administrative Officer
1	Assistant
2	Assistant
3	Contract Assistant
4	Contract Assistant
Duties and Responsibilities	
1	All Service matters from the cadre of Deputy Administrative Officer to the cadre of Messenger and 'D' Group Farm Labourers
2	Sanction of Leave Travel Concession, Home Travel Concession to the Service Personnel
3	Sanction of Earned Leave / Commuted Leave / Maternity Leave/Examination Leave and Annual Increments to the Service Personnel
4	Pay Fixation on promotions, Revision of pay scales, 10 years Selection Time Scale, 15 year Special Promotion and 20 year Additional Increments, 25 years, Additional Increment, Stepping up of pay
5	Issue of Transfer Orders to the Service Personnel
6	Correspondence with Central / State /Government with regard to service matter's clarifications
7	Furnishing of information to the Central / State /Government as requested by them
8	Furnishing of parawise remarks to the Writ Petitions
9	Preparation of Board Items, Issue of Orders after release of Board Minutes
10	Furnishing of replies to the Audit Observations raised by the Auditors of State Account Department and Accountant General Office
11	Maintenance of Service Registers and Personal Files of Service Personnel
12	RTI Information
13	Regularization of unauthorized absence of Service personnel and issue of Memo's, Notices, Show-cause notices etc.,
14	Maintenance of Staff position of Service Personnel
15	Permissions to attend Training /Conference/Workshop/Department Exams etc.,
16	Reply to Government letters
15	Any other work as entrusted by the Administrative Officer

5. Pension Section (Teaching & Non-teaching):

Head:	Assistant Administrative Officer
1	Senior Assistant
2	Assistant
Duties and Responsibilities	
1	Processing of pension papers of Teaching and Non-teaching staff of the retired official on Superannuation retirement, Voluntary retirement and on death cases.
2	Issue of Dues / No-dues certificates to release pensionary benefits.

3	Counting of past services of both teaching and non-teaching staff
4	Correspondence with Central / State with regard to past service matter's clarifications
5	Furnishing of information to the Central / State as requested by them
6	Furnishing of parawise remarks to the Writ Petitions
7	Preparation of Board Items, Issue of Orders after release of Board Minutes
8	Furnishing of replies to the Audit Observations raised by the Auditors of State Account Department and Accountant General Office
9	Furnishing information under RTI, Act
10	Replies to Govt. Letters etc.,
11	Revision of Pension(T & NT)
12	Any other work as entrusted by the Administrative Officer

6.1 General – I Section:

Head	Assistant Administrative Officer
1	Senior Assistant
2	Contract Assistant
Duties and Responsibilities	
1	Processing of requisition of concerned officers and issue of permission to engage Teaching / Non – teaching personnel on contract basis
2	All matter concerned with Labourers / Daily Rated Employees / Monthly Rated Employees / NMR's
3	Attending demands of Labourers Committee
4	Furnishing information under RTI Act
5	Any other work as entrusted by the Administrative Officer

6.2 General – II Section: (Accounts)

Head	Assistant Comptroller
1	Superintend (Accounts)
Duties and Responsibilities	
1	Preparation /Settlement of AC, NDC, PDC, DC bill of AO's Office
2	Preparation of Salary Bill of Contract workers, maintaining cash book

6.2 General – II Section:

Head:	Assistant Administrative Officer & Assistant Comptroller
1	Superintend (Accounts)
2	Senior Assistant
2	Contract Assistant
Duties and Responsibilities	
1	Tour Programmes
2	External Exam / Summer Institute
3	Permission to spare the services to other department
4	N.S.S
5	Circulars
6	Guidelines for General transfer
7	Answer to Government Letters
8	Nomination of Chief Warden / Warden to Hostels
9	General Elections
10	Research Associate / JRF / SRF
11	Permission to Credit / Housing / Consumer Societies and UAS Employees Association to conduct Elections and General Body Meetings
12	Miscellaneous correspondence

13	Formations of Committees
14	Travel Grants
15	Nomination of Head of the Department / Division / University Head / Campus Head
16	Reimbursement of Registration Fees
17	General Orders and Circulars of Krishi Mela
18	General Orders and Circulars of Convocation
19	Preparation of Retirement List
20	Orders treating of guests as University Guests
21	Deputation of teachers to higher studies leading to Ph.D. degree
22	Women Safety Cell
23	Internal Committee under the Sexual Harassment of Women at Work Place Act, 2013
24	Providing information under Right to Information Act, 2005
25	Citizen Charter
26	Maintenance of Attendance Register, Casual Leave/RH/CH Account
27	Attendance Extract
28	Maintenance of SC&ST Cell and other Associations File
29	Correspondence with Central / State / Other Agencies with regard to service matter's clarifications
30	Furnishing of information to the Central / State / Other Agencies as requested by them
31	Over all Best work Award
32	Publication of General and Restricted Holidays as per Government Notification
33	Any other work as entrusted by the Administrative Officer

7. Despatch Section:

1	Field Assistant
2	Krishi Karmikaru Contract
3	Shelf Assistant Contract
Duties and Responsibilities	
1	Distribution of Inward & Outward tappal
2	Maintenance of Dead Stock Items of Admn. Office
3	Distribution of Letters by Muddam / Reg.Post, etc.,
4	Maintenance of Franking Machine
5	Maintenance of Inward / Outward and Despatch registers
6	Any other work as entrusted by the Administrative Officer

8. Personal Section:

	Contract
Duties and Responsibilities	
1	Attending to the Phone calls of the office attached to the Admn. Office
2	Acknowledging the Postal Covers and Parcels / Confidential Letters addressed to AO
3	Compilation of Monthly / Quarterly / Annual reports and sending to VC's office
4	Maintaining the record of Government / Governor's letters and monitoring the replies under supervision of DAO
5	Arranging for meetings convened by the Administrative Officer and recording the proceedings
6	Maintenance of Agenda / Minutes of the Academic Council / Board and perusing the action taken reports
	Maintenance of important files pertaining to Inquiry/Co-ordination/Staff Meeting/Standing Committee, Convocation/ Krishimela/ Officers Committee/ Extension and Publication committee / Sports Committee/ Fact Finding Committee/transport committee/Board of Committee of SC&ST/General Transfers and Deputation Committee

8	Maintenance of UAS Circulars / Notifications / Govt. Orders / Staff Positions / Telephone List etc.
9	Compilation of replies to Audit Paras
10	Correspondence regarding maintenance of Equipment's / Buildings etc.
11	Any other work as entrusted by the Administrative Officer

9. Legal Section

Head	Assistant Comptroller
1	Senior Assistant
2	Assistant
	Duties and Responsibilities
1.	Work related to court cases (Supreme Court/High Court/Civil Court/District Court etc.,)
	a. Abstract of Cases/Filing of Vakalathnama/Filing of Affidavit.
	b. Furnishing of Parawise Remarks/ documents required by the Advocates/draft Statement of Objections
	c. Advocates Bill preparation
	d. Other work related Court cases
2.	Monthly Report on Court Cases.
3.	Handling & updating the Court Case Monitoring System (CCMS) & Online Digital Court Dairy
4.	Preparing information for Monthly Programme Implementation Calendar (MPIC)
6.	Maintaining status of Statutory enquiry committee(Monthly report)

1. Duties and responsibilities of Attender & Messengers

1	Messenger	Are looking after the duties of the tappal distribution, filing the papers, attending the phone and other work entrusted by the concerned sections Heads
2	Messenger	
3	Attender Contract	

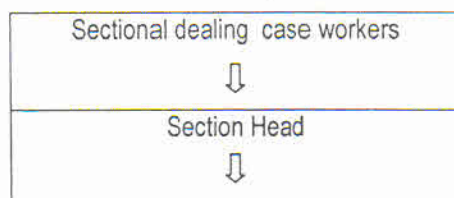
(iii) Procedure followed in decision-making process including channels of supervision and accountability [Section 4 (1) (b) (iii)]

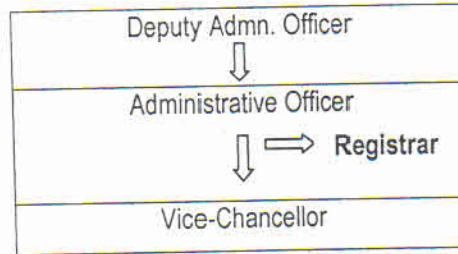
The work in the Administrative Officer has been distributed between nine Sections for smooth functioning of work

The process of work starts with receipts of Tapal / Dak by the Inward Section or directly by Personal Secretary / Officer on every working day. The Tapal / Dak received in the Inward Section or directly by the Personal Secretary / Officer are sent to the respective sections for initiating appropriate action. The tapals are duly examined by the case workers in accordance with the rules, regulations etc in force on the subject matter and submitted to the higher authorities through the Sectional in-charge for approval/orders.

The Officers and all the officials are responsible and accountable in respect of any action taken by them.

The Channels of supervision are:





(iv) The norms set by it for the discharge of its functions [Section 4 (1) (b) (iv)]

✓ As per UASB Act & Statutes

(v) Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions [Section 4 (1) (b) (v)]

- ✓ The Karnataka Civil Service Rules (KCSRs)
- ✓ Karnataka Financial Code (KFC)
- ✓ Contingent Manual
- ✓ CCA Rules
- ✓ The KCS (Conduct) Rules
- ✓ The Right to Information Act
- ✓ Circulars, Orders, Notifications etc., issued by the State of Karnataka, ICAR, UGC, Govt. of India, etc.
- ✓ University Compendiums, Circulars, Orders, Notifications, Guidelines etc. issued from time to time.

(vi) A statement of the categories of documents that are held by it or under its control [Section 4 (1) (b) (vi)]

List of General files maintained at Administrative Office

Sl. No.	Name of The Files
1.	Constitution of committees for different programmes, functions etc. of University
2.	Correspondence with Govt. of India, ICAR, UGC & other agencies
3.	Correspondence with Govt. of Karnataka
4.	Court Cases
5.	Deputations of teachers for Higher Studies
6.	Deputations to Government and other agencies
7.	Enquiry Cases
8.	Files pertaining to Associations recognized by University
9.	Files pertaining to Notifications, Selections, appointments etc. of University teachers and service personnel
10.	Files under Right to Information Act, 2005
11.	General Permissions / Orders / Circulars
12.	Government Circulars (Govt. of Karnataka, GOI, ICAR, UGC, etc.)
13.	Government Orders / Notifications / Proceedings etc. regarding service matters
14.	Internal committee under the Sexual Harassment of Women at Workplace and Women Safety Cell
15.	Monthly / Yearly Statistical Information
16.	Nominations
17.	Pension Files of the Employees (Officers, Teachers & Service Personnel)
18.	Personal Files of the Employees (Officers, Teachers & Service Personnel)
19.	University Circulars
20.	University Orders / Notifications / Proceedings etc. regarding service matters

List of registers maintained at Administrative Office

Sl. No.	Name of the Register
1.	Attendance Register
2.	Casual leave register
3.	Despatch Section Register
4.	Inward and Outward registers
5.	Meeting attendance register
6.	Movement Register
7.	Muddam registers
8.	Other routine registers maintained at different sections of Administrative Office
9.	Professional Fee payment register
10.	Register pertaining to Deputations of teachers for Higher studies
11.	Roaster Registers of Appointments and Promotions (Teachers and Service Personnel)

(vii) Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof[Section 4 (1) (b) (vii)]

- Not applicable -

(viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public[Section 4 (1) (b) (viii)]

Board of Management

Meetings of the Board are not open to the public. However, requests for information under the Right to Information Act, 2005 relating to the minutes of this Board will be considered as per law.

(ix) A directory of its officers and employees [Section 4 (1) (b) (ix)]

Sl. No.	Name	Designation	Contact Number
1.	Smt M S Prathibha	Administrative Officer	080-23330153 Extn. 258
2.	Mr. Shubakar Reddy, K.R.	Assistant Administrative Officer	-
3.	Mr. Ashok, B. S	Assistant Administrative Officer	-
4.	Smt.Usha rani, R	Assistant Comptroller	080-23330153 Extn. 260
5.	Mr G Kishore	Superintendent (Accounts),	- As above -
6.	Smt. Sadgunavathy, G.P.	Superintendent (Accounts),	"
7.	Smt .Kalavathi, B. S	Senior Assistant	"
8.	Mr Sachin, K. C	Senior Assistant	"
9.	Mr K S Umesh	Senior Assistant	"
10.	Smt. Rekha, V	Senior Assistant	"
11.	Mr . Ravi, R	Senior Assistant	"
12.	Smt Anupama, B	Senior Assistant	"
13.	Mr .Raghunath, S. P	Senior Assistant	"

14.	Smt K. N Thriveni	Assistant	"
15.	Ms Lakshmi.P.G	Assistant	"
16.	Noor Jahan	Assistant	"
17.	Mr. Rakesh, J	Assistant	"
18.	Mr Shashank,S	Assistant	"
19.	Ramesh, M	Field Assistant	"
20.	Mr Anantha Murhty	Messenger	"
21.	Mr Naresh Babu	Messenger	"

Contract Employees

Sl. No.	Name	Designation	Contact Number
1.	Smt. Pushpa	Personal Secretary	080-23330153 Extn. 259
2.	Mr M N Ananda	Assistant	
3.	Smt D Mamatha	Assistant	"
4.	Smt Saritha	Assistant	"
5.	Smt Shailashree	Assistant	"
6.	Smt Kasturamma Jamboor	Assistant	"
7.	Smt H S Vidhya	Assistant	"
8.	Smt Shashikala	Assistant	"
9.	Mr Kushal	Assistant	"
10.	Smt Prathima	Typist	"
11.	Mr Ramachandraiya	Krishi Karmikaru	"
12.	Mis Sumathi, L	Shelf Assistant	

(x) Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations [Section 4 (1) (b) (x)]

Emoluments received by the Officer and Employees of the Administrative Office

Sl No	Name	Designation	Pay Scale	Emoluments (Basic pay + admissible allowances) in Rs.
1	Smt M S Prathibha	Administrative Officer	67550-104600	Employees Emoluments as per GOK pay Scale
2	Mr. Shubakar Reddy, K.R.	Assistant Administrative Officer	52650-97100	
3	Mr. Ashok, B. S	Assistant Administrative Officer	52650-97100	
4	Smt.Usha rani, R	Assistant Comptroller	52650-97100	

5	Mr G Kishore	Superintendent (Accounts),	43100-83900	Employees Emoluments as per GOK pay Scale
6	Mr. Venkatesh, J.P.	Superintendent	43100-83900	
7	Smt .Kalavathi, B. S	Senior Assistant	37900-70850	
8	Mr . Rajiv, B. K	Senior Assistant	37900-70850	
9	Mr Sachin, K. C	Senior Assistant	37900-70850	
10	Mr K S Umesh	Senior Assistant	37900-70850	
11	Smt. Rekha, V	Senior Assistant	37900-70850	
12	Mr . Ravi, R	Senior Assistant	37900-70850	
13	Smt Anupama, B	Senior Assistant	37900-70850	
14	Mr .Raghunath, S. P	Senior Assistant	37900-70850	
15	Smt K. N Thriveni	Assistant	30350-58250	
16	Ms Lakshmi.P.G	Assistant	30350-58250	
17	Noor Jahan	Assistant	30350-58250	
18	Mr. Rakesh, J	Assistant	30350-58250	
19	Mr Shashank,S	Assistant	30350-58250	
20	Ramesh, M	Field Assistant	30350-58250	
21	Mr Anantha Murthy	Attender	21,400-42000	
22	Mr Naresh Babu	Messenger	17000-28950	

Contract Employees:

Sl. No.	Name	Designation
1.	Mr M N Ananda	Assistant
2.	Mr Kushal	Assistant
3.	Smt D Mamatha	Assistant
4.	Smt Saritha	Assistant
5.	Smt Shailashree	Assistant
6.	Smt Kasturamma Jamboor	Assistant
7.	Smt H S Vidhya	Assistant
8.	Smt Shashikala	Assistant
9.	Smt Ranjitha, M	Assistant
10.	Smt Prathima	Typist
11.	Mis Sumathi, L	Shelf Assistant
12.	Mr. Ramachandraiya	Farm Laborer
13.	Nithyananda	Messenger

- xi. Budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made [Section 4 (1) (b) (xi)]
- Not applicable -
- xii. Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes [Section 4 (1) (b) (xii)]
- Not applicable -
- xiii. Particulars of recipients of concessions, permits or authorizations granted by it [Section 4 (1) (b) (xiii)]
- Not applicable -
- xiv. Details in respect of the information, available to or held by it, reduced in an electronic form [Section 4 (1) (b) (xiv)]
- Not applicable
- xv. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use [Section 4 (1) (b) (xv)]

No Library or reading room is maintained under this Office.

- xvi. The names, designations and other particulars of the Public Information Officers [Section 4 (1) (b) (xvi)]

1. Public Information Officer	The Administrative Officer Administrative Office 5 th Floor, Naik Bhavan University of Agricultural Sciences GKVK Campus Bengaluru – 560 065
2. Assistant Public Information Officer	The Deputy Administrative Officer Administrative Officer 5 th Floor, Naik Bhavan University of Agricultural Sciences GKVK Campus, Bengaluru – 560 065.
3. First Appellate Authority	The Vice Chancellor, 5 th Floor, Naik Bhavan University of Agricultural Sciences GKVK Campus, Bengaluru – 560 065.

- xvii. Such other information as may be prescribed [Section 4 (1) (b) (xvii)]

Staff working at present in the Administrative Office :

Sl. No.	Position	Name of the incumbent	Remarks
(1)	(2)	(3)	(4)
1	Administrative Officer	Smt. M.S. Prathibha (DAO)	Additional Charge
2	Mr. Shubakar Reddy, K.R.	Assistant Administrative Officer	-
3	Mr. Ashok, B. S	Assistant Administrative Officer	-
4	Smt.Usha rani, R	Assistant Comptroller	-
5	Mr G Kishore	Superintendent (Accounts),	-

7	Sadgunavathy , G.P.	Superintendent (Accounts),	-
8	Smt .Kalavathi, B. S	Senior Assistant	
9	Mr Sachin, K. C	Senior Assistant	-
10	Mr K S Umesh	Senior Assistant	-
11	Smt. Rekha, V	Senior Assistant	-
12	Mr . Ravi, R	Senior Assistant	-
13	Smt Anupama, B	Senior Assistant	-
14	Mr .Raghunath, S. P	Senior Assistant	-
15	Smt K. N Thriveni	Assistant	-
16	Ms Lakshmi.P.G	Assistant	-
17	Smt Noor Jahan	Assistant	-
18	Mr. Rakesh, J	Assistant	-
19	Mr Shashank,S	Assistant	-
20	Mr Ramesh, M	Field Assistant	-
21	Mr Anantha Murthy	Messenger	-
22	Mr Naresh Babu	Messenger	-

Ponkizha M.S.

Administrative Officer &
Public Information Officer

List of files maintained at Administrative office

General Section Work	
1.	Work related Right to Information Act
	a. Monthly report file
	b. Yearly report file
	c. Maintenance of RTI applications & disposal of applications file
2	Over all Best worker Award
	a. Service personal file
	b. T-4 series file
3.	Over all maintenance of Retirement files
	a. Retirement circular file
	b. Retirement order file
	c. Monthly Retirement function
4	Providing Permission pertaining to
	a. University Guests
	b. Training Programmes/ summer school/winter school
5	Preparation list for General/ assembly Elections files
6	Nominating Nodal Officers files
	a. RTI Nodal Officer
	b. Women's safety cell Nodal Officer
	c. Centralized Public Grievance Redressal Monitoring System (CPGRMS) Nodal Officer
	d. SC & ST Cell Nodal Officer
	e. E-office Nodal Officer
	f. Monthly Programme Implementation Calendar (MPICK) Nodal Officer
	g. Tribal Sub Plan/Special Component Plan (TSP/SCP) grants monitor Nodal Officer
7	NSS
	a. Programme Officers
	b. NSS Nodal Officers
8.	Issuing of General Orders (related to Krishimela, Holidays/leave various functions & events, e.t.c)
9	Issuing General Circulars (kannada Rajyothsava permission, Teachers day permission, women's day permission ,e.t.c)

Recruitment Teaching	
1	All matters connected with Recruitment of Officers and Teaching posts of all the cadres under Direct Recruitment files
2	All matters connected with the promotional process for teaching posts under Career Advancement Scheme (CAS)
3	Preparation of items to Academic Council and Board on matters connected with Recruitment / Promotion of teaching staff files
4	Initiating action on the minutes of the Academic Council and Board Meetings
5	Correspondence with Govt. of Karnataka / ICAR / UGC/ pertaining to Recruitment / Promotion
6	Attending to the Writ Petitions filed against UAS Bangalore pertaining to recruitment and promotion of Officer / Teachers etc.

Recruitment Non- Teaching	
1	All matters connected with Recruitment of Non-teaching posts under direct recruitment files
2	Processing of application for appointment on compassionate grounds files
3	Issue of seniority list, eligibility list, conducting screening committee and issue of promotional orders as per C&R Regulations for non-teaching staff file

4	Preparation of items to Academic Council and Board of Regents connected with recruitment of service personnel
5	Initiating action on the minutes of the Academic Council and Board Meetings
6	Correspondence with Govt. of Karnataka and agencies in connection with recruitment / promotional cases
7	Preparation of parawise remarks and other information on writ petition filed against UAS Bangalore connected to RSP Section
8	Furnishing replies to demands of UAS Employees Association
9	Any other work entrusted by the Administrative Officer
Establishment Teaching	
1	Forwarded of applications of Teachers / Scientists to the Fellowship / Scholarship / Training Programmes to the concerned Central / State / Other Agencies concerned after following the procedures within and outside the country
2	Permission to UAS Employees to prosecute higher studies leading to Post Graduate Degree
3	Sanction of Leave Travel Concession, Home Travel Concession to the Teachers / Scientists/ Maternity Leave
4	Sanction of Earned Leave / Commuted Leave and Annual Increments to the Teachers / Scientists
5	Issue of Transfer Orders to the Teachers / Scientists
6	Correspondence with Central / State / Other Agencies with regard to service matter's clarifications
7	Furnishing of information to the Central / State / Other Agencies as requested by them
8	Furnishing of parawise remarks to the Writ Petitions filed against UAS(B), connected to EST-Teaching
9	Preparation of Board Items, Issue of Orders after release of Board Minutes
10	Furnishing of replies to the Audit Observations raised by the Auditors of State Account Department and Accountant General Office
11	Maintenance of Service Registers and Personal Files of Officers
12	Maintained of Staff position
13	Pay fixation on promotions and new recruitment
14	Declaration of Probation
15	Any other work as entrusted by the Administrative Officer
Establishment Service Personnel	
1	All Service matters from the cadre of Deputy Administrative Officer to the cadre of Messenger and 'D' Group Farm Laborers'
2	Sanction of Leave Travel Concession, Home Travel Concession to the Service Personnel
3	Sanction of Earned Leave / Commuted Leave / Maternity Leave/Examination Leave and Annual Increments to the Service Personnel
4	Pay Fixation on promotions, Revision of pay scales, 10 years Selection Time Scale, 15 year Special Promotion and 20 year Additional Increments, 25 years, Additional Increment, Stepping up of pay
5	Issue of Transfer Orders to the Service Personnel
6	Correspondence with Central / State /Government with regard to service matter's clarifications
7	Furnishing of information to the Central / State /Government as requested by them
8	Furnishing of parawise remarks to the Writ Petitions
9	Preparation of Board Items, Issue of Orders after release of Board Minutes
10	Furnishing of replies to the Audit Observations raised by the Auditors of State Account Department and Accountant General Office

11	Maintenance of Service Registers and Personal Files of Service Personnel
12	RTI Information
13	Regularization of unauthorized absence of Service personnel and issue of Memo's, Notices, Show-cause notices etc.,
14	Maintenance of Staff position of Service Personnel
15	Permissions to attend Training /Conference/Workshop/Department Exams etc.,
16	Reply to Government letters
15	Any other work as entrusted by the Administrative Officer
Pension Section	
1	Processing of pension papers of Teaching and Non-teaching staff of the retired official on Superannuation retirement, Voluntary retirement and on death cases.
2	Issue of Dues / No-dues certificates to release pensionary benefits.
3	Counting of past services of both teaching and non-teaching staff
4	Correspondence with Central / State with regard to past service matter's clarifications
5	Furnishing of information to the Central / State as requested by them
6	Furnishing of parawise remarks to the Writ Petitions
7	Preparation of Board Items, Issue of Orders after release of Board Minutes
8	Furnishing of replies to the Audit Observations raised by the Auditors of State Account Department and Accountant General Office
9	Furnishing information under RTI, Act
10	Replies to Govt. Letters etc.,
11	Revision of Pension(T & NT)
12	Any other work as entrusted by the Administrative Officer
General Section -1	
1	Processing of requisition of concerned officers and issue of permission to engage Teaching / Non – teaching personnel on contract basis
2	All matter concerned with Laborers' / Daily Rated Employees / Monthly Rated Employees / NMR's
3	Attending demands of Laborers' Committee
4	Furnishing information under RTI Act
5	Any other work as entrusted by the Administrative Officer
Personal Section:	
1	Attending to the Phone calls of the office attached to the Admn.Office
2	Acknowledging the Postal Covers and Parcels / Confidential Letters addressed to AO
3	Compilation of Monthly / Quarterly / Annual reports and sending to VC's office
4	Maintaining the record of Government / Governor's letters and monitoring the replies under supervision of DAO
5	Arranging for meetings convened by the Administrative Officer and recording the proceedings
6	Maintenance of Agenda / Minutes of the Academic Council / Board and perusing the action taken reports
	Maintenance of important files pertaining to Inquiry/Co-ordination/Staff Meeting/Standing Committee, Convocation/ Krishimela/ Officers Committee/ Extension and Publication committee / Sports Committee/ Fact Finding Committee/transport committee/Board of Committee of SC&ST/General Transfers and Deputation Committee
8	Maintenance of UAS Circulars / Notifications / Govt. Orders / Staff Positions / Telephone List etc.
9	Compilation of replies to Audit Paras
10	Correspondence regarding maintenance of Equipment's / Buildings etc.
11	Any other work as entrusted by the Administrative Officer

Legal Section	
1.	Work related to court cases (Supreme Court/High Court/Civil Court/District Court etc.)
	a. Abstract of Cases/Filing of Vakalathnama/Filing of Affidavit.
	b. Furnishing of Parawise Remarks/ documents required by the Advocates/draft Statement of Objections
	c. Advocates Bill preparation
	d. Other work related Court cases
2.	Monthly Report on Court Cases.
3.	Handling & updating the Court Case Monitoring System (CCMS) & Online Digital Court Dairy
4.	Preparing information for Monthly Programme Implementation Calendar (MPIC)
6.	Maintaining status of Statutory enquiry committee,(Monthly report)

Ranliksha M.S.
Administrative Officer &
Public Information Officer