


The Right to Information Act, 2005: Section 4 (1) (B)

Sl. No.	Records maintained in the Scheme
1.	Cash book
2.	Encashment register
3.	Cheque book
4.	Pass book
5.	Attendance (regular and contract) register
6.	CL Register
7.	Contingency register
8.	Day book of receipt
9.	Day book of issue
10.	Stock ledger
11.	Dead stock register
12.	AC bill register
13.	Pay acquittance register
14.	DC bill register
15.	PDC bill register
16.	TA acquittance register
17.	Postal expenditure register
18.	Indent book (store demand note)
19.	Inward register
20.	Dispatch register
21.	Contract workers new/renewal (scrutiny and interview) register
22.	Meeting register
23.	Vehicle hiring register
24.	Regular employees Service Registers (senior field assistants)
25.	Regular employees personal files (senior field assistants)
26.	Funding agency register (Administrative and finance)
27.	Administrative office file
28.	Director of Research office file
29.	Comptrollers office file
30.	Estate office file
31.	Experience certificates file
32.	Honorary Director file
33.	Field Officer file
34.	Circular file
35.	R.T. Forms (print and distribution)

List of Regular Employees working in the Cost of Cultivation Scheme,

Sl. No.	Name	Designation	Employee No.	Details
1.	Chandrashekhar F. Marekar	Senior Field Assistant	58681	Service register & personal file
2.	Khajirasab Husensab Nadaf	Senior Field Assistant	58692	Service register & personal file
3.	Imam Basha, B.	Senior Field Assistant	58670	Service register & personal file
4.	Manjunath Prasanna, S	Assistant (W/A)	60414	Personal file


Field Officer
 Comprehensive Scheme on Cost of Cultivation
 of Principal Crops in Karnataka (G.O.I)
 Department of Agril. Economics, UAS
 GKVK, BENGALURU - 560 065


Honorary Director
 Comprehensive Scheme on Cost of Cultivation
 of Principle Crops in Karnataka (GOI)
 Department of Agril. Economics
 UAS, GKVK, Bengaluru - 560 065

**Comprehensive Scheme for Studying the Cost of Cultivation of Principal
Crops of Karnataka (GoI)**
Department of Agricultural Economics, UAS, GKVK, Bengaluru – 560 065.

The Right to Information Act, 2005: Section 4 (1) (A)

Sl. No.	Name of the official	Designation	Assigned Job
1.	Dr. Lokesha, H	Honorary Director	<p>He will be the controlling authority to supervise the work of the scheme in the University and Drawing officer. He is the Principal Investigator of the scheme to look after performance and smooth functioning of all the activities mandated by the Directorate of Economics and Statistics (DES), New Delhi.</p> <p>As a Principal Investigator, he is discharging following duties,</p> <ul style="list-style-type: none"> ➤ Drawing officer, looking after financial matters like disbursement of salaries, regularly to the CCS staff, TA, Medical and other allowance as per the UAS rules & regulations. ➤ Monitoring the Field Supervisors, Assistant Statistician, Tabulator, & Field Assistants who are involved in collection of data on costs and return of mandated crops. ➤ Visiting the selected sample farmers fields to supervise the data enumerators work for the field assistants who are worked in different functionaries in the state. ➤ Conducting regular training to the field supervisors and field assistants for skill up gradation in the subject of agriculture and allied sectors to help them to obtain reliable quality data from the farmers. ➤ Attending bi-monthly meeting conducted regularly in the 4 circles viz., Bengaluru, Dharwad, Vijayapura & Kalaburagi, to know the progress of the works and performance of the field assistants work at village level. ➤ Arranging specialized training to selected sample farmers so as to help them to provide reliable information on the by them. ➤ Attending regional and National level meetings/ workshops of the scheme as and when organized by the DES, New Delhi.
2.	Dr. Jagannath Olekar	Field Officer	<p><u>Administrative Issues:</u></p> <p>Looking the administrative and technical work of the scheme under the overall guidance of in-charge officer (Honorary Director). Further, the Field officer is responsible for overall supervision of work of the scheme, field visit, data scrutiny, data validation, data compilation and submission of data to New Delhi. Responsible to implement the scheme in the State effectively and provide authenticated data to the DES. He will be the competent officer to take decisions in respect of administrative/financial issues related to the scheme in the University/Institute subject to the formal/financial approval of the competent authority of the concerned university/institute as per the prevailing system in that University Institute.</p> <p><u>Technical Issues:</u></p> <ul style="list-style-type: none"> • FO can view the submitted RT's under the Work Status icon. • FO can update the data at his level or if required he can return the data RT-wise to Field Supervisor.