


Annexure: I**Name of the Station:** Agricultural Research Station, Gunjevu

Sl. No	Name of the officer's & Staff's	Designation	Duties and Responsible
1	Dr. M.S. Nagaraj	Farm Superintendent	<ol style="list-style-type: none">1. Management of farm activities, Staff and Farm labour2. Direction and Decision making towards development of Farm.3. Planning & executing Farm Development works4. Conducting Research such as Multilocation trails, Station trails, Testing of chemicals.. etc..5. Organising & conducting Seed production activities.
2	Nagamohan. B. S.	Assistant	<ol style="list-style-type: none">1. Maintaining office Documents2. Office correspondence3. Cashbook, Stock ledgers and other ledgers4. Preparing DC & PDC Bills5. Preparing all types of Reports6. Crop plan, Budget and Etc.. Reports Other Office works
3	Shiva Shekar. B	Senior Lab Assistant, ZARS, V.C Farm, Mandya (Working arrangement at ARS Gunjevu))	As per Order Field Assistant Office Order No. 01/2017-18 Date. 01.12.2017 <ol style="list-style-type: none">1. Monitoring of farm labour's2. Maintenance of Daily memorandum sheet ,3. Execution of seed production activities of various agricultural crops.4. Maintenance of Farm Implements (Stock)


Farm Superintendent
Agricultural Research Station
Gunjevu, P.B. No. 18
Holenarasipura-573211

Annexure- II

Office and Schemes Files

Sl. No	Name of the files	Sl No	Name of the files
1	Vice chancellor file	28	Annual Reciept and Expenditure file
2	Administrative office file	29	Farm produce accounts file
3	Director of Research file	30	CL File
4	Estate officer file	31	Office copy file
5	Associate Director of Research file	32	Sanction order file
6	Comptroller file	33	Cost of cultivation file
7	Store purchase officer file	34	DC and PDC passed copie file
8	Budget file	35	AC & NDC Xerox copie file
9	Crop plan meeting file	36	Tour programme file
10	Computer paybill	37	Confidential report file
11	D.C and PDC Xerox copies file	38	Contract worker file
12	NSP File	39	Horticulture crop file
13	Stock Verification file	40	Tree file
14	Auction sale file	41	Gun file
15	Genaral file	42	ZREP workshop file
16	Development works file	43	Solar file
17	Borewell file	44	Livestock file
18	Agronomist meeting file	45	Farm superintendent file
19	Monthly Progress report file	46	Land survey file
20	Monthly staff meeting file	47	PG Student file
21	Circular file	48	Revolving fund (Fodder) Voucher file
22	Audit file	49	Revolving fund (Sugercane) Voucher file
23	Land Records	50	Annual Technical meet file
24	Tractor (John deere Ka-13 G 952)		
25	Mini Troctor (KA-13 G 1175)		
26	TATA Sumo Gold (KA-13 G914) file		
27	Monthly Staff Position		

Sl. No	Name of the files
1	Malti location trails File
2	Organic Forming
3	Demonstration of Climate smart Production technology
4	“Evaluation of efficacy of NF-171% SC on late blight disease of Potato”
5	“Evaluation of Bio Efficacy & Phytotoxicity of IFFC009 against Late and early blight Potato “
6	“Evaluation of Bio Efficacy & Phytotoxicity of - IFFC019 on Soft Rot of Ginger”
7	Bioefficacy, Phytotoxicity of Fluoxapiprolin 30 g/L + Fluopicolide 200 g/L SC 230 against Potato late blight & Bioefficacy, Phytotoxicity of Iprovalicarb 8.4% + Copper Oxychloride 40.6% WG 49 against Tomoto late blight
8	Testing of Bio- EFFICACY AND Phytotoxicity of Product DAMAN + and BIO R 303 for Potato & Tomoto
9.	Bioefficacy, Phytotoxicity of Ipovalicard 8.4% + Copper oxychloride 40.6% WG 49 against Tomato late blight
10.	Zineb 75% in Potato
11.	Mancozeb 75% WP in Potato