



भाकृअनुप - केन्द्रीय रोपण फसल अनुसंधान संस्थान
कासरगोड़, केरल - 671 124 भारत
ICAR - Central Plantation Crops Research Institute
Kasaragod - 671 124, Kerala, India
(An ISO 9001:2015 Certified Institution)



Phone (Off) : 04994 - 232333
Fax : 04994 - 232322
EPABX : 04994 - 232893 - 95
04994 - 232090

E-mail : director.cperi@icar.gov.in
directorcperi@gmail.com
Website : http://www.cperi.gov.in

F.No.17(1)RIB(1)/2006-Estt. (Vol.XXI)

Date: 12.03.2020

Smt. Swarnalatha
12/56, 5th cross, SP extension
Malleswaram, Bangalore - 560003

Sub: Right to Information Act, 2005 - Information furnishing of -reg.
Ref: Your RTI application dated 25.02.2020

Sir,

With reference to the above, the requested information is furnished below:

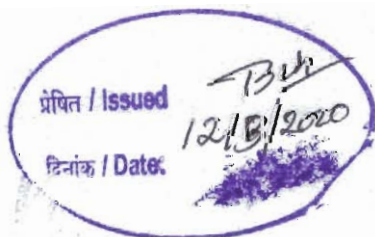
Sl. No.	Reply/Information furnished
01	<p><u>The duty of Assistant Farm Superintendent/ farm Manager</u></p> <ol style="list-style-type: none">1. Supervision of work of technical Assistants of farm section2. Checking and maintenance of fence in the campus.3. Preparation of roster for watchman duty and supervision of watch and ward of security agencies daily.4. Preparation of roster for duty of technical assistants on holidays.5. Preparing proposal for purchase of materials required for farm section like fertilizer, pesticide, etc.6. Collecting proposal from different section for farm operations, its consolidation and submission of office for inviting quotations on contract basis and execution of works.7. Monitoring of harvesting of farm produces and its distribution, conducting public auction, running of tender nut parlour.8. Supervision of general farm operations and certifying bills of contract works.9. Custodian of residential quarters and buildings etc.10. Issue passes to contractors and others for entering into the campus on holidays and after office hours.11. General maintenance of different blocks with respect to ploughing, fertilizer application, fence repair etc.12. Attending other works as and when entrusted by SIC (Farm) /HOD (Crop Production) /Director.
02	If he fails to perform his duty complaint can be given to SIC (Farm) /HOD (Crop Production) /Director.
03	Yes. The supervision is required

This disposes off your request under the provisions of Right to Information Act-2005.

In case you desire to file an appeal on this issue the same may be addressed to the Director, CPCRI, P.O. Kudlu, Kasaragod - 671 124, Kerala.

Receipt of the letter may please be acknowledged.

Yours faithfully,



(JANARDHANAN T.E.)
Administrative Officer &
Public Information Officer i/c