

# CHAPTER 1

[Section 4(1)(b)(i)]

## Particulars of organization, functions and duties

Sl No.	NAME OF THE ORGANISATION	ADDRESS	FUNCTIONS	DUTIES
1.	AGRICULTURAL CENSUS AND RAINFALL DIVISION	DES 6 <sup>th</sup> Floor, Ambedkar Veedhi, M.S. Building Bangalore.	<p><b><u>Agricultural census</u></b> It is a quinquennial (once in 5 years) census conducted throughout the country and fully funded by GOI .Since 1971, eight censuses have been conducted and currently one in the series tenth with reference period 2015-16.</p> <p><b><u>Agricultural census conducted in three phases:</u></b> <b><u>Phase I</u></b> covers collection of data on number of holders and area operated by social group wise (SC, ST and Others and different size Classes in the state (Marginal, Small , Semi-Medium , Medium, and Large Cultivators). <b><u>Phase II</u></b> covers, collection of data on land use particulars, sources of irrigation, area under irrigation, area under different crops in the selected 20% of the villages i.e. all TRS villages during the reference year. <b><u>Phase-III</u></b> covers the Input Survey which is the follow-up of Agricultural Census and data collected on the usage of Inputs according to size class of holders, use of seeds, chemical fertilizers, organic and inorganic manure, pesticides, livestock, utilization of agricultural implements and credit facilities availed by the cultivators. The survey covers in selected 7% of the villages under TRS.</p>	

## Chapter 2

### Directory of officers and employees

[Section 4(1)(b)(ii)]

**Please provide information on officers and employees working in different units or offices at different levels and their contact**

SL. No.	Name of the Officers/Employees	Designation	Duties Allotted	Powers
1	GOVINDA RAO T S	JOINT DIRECTOR	Please see Annexure -1	
2	SREEDHARA A R	ASSISTANT DIRECTOR	--	
3	VASANTHAIAH M.S	ASSISTANT STATISTICAL OFFICER	--	
4	SREENIVASA HR	ASSISTANT STATISTICAL OFFICER	--	
5	PADMAVATHY G	SUPERINTENDENT	--	
6	--- VACANT POST ---	STENOGRAPHER	--	
7	DILIP R.J	SECOND DIVISION ASSISTANT	--	
8	JAYAKUMARI	SECOND DIVISION ASSISTANT	--	
9	GURUSIDDAPPA	DRIVER	--	
10	SADASHIVA	GROUP - D	--	
11	NARENDRA V	GROUP - D	--	

### Chapter 3

#### Procedure followed in decision making process

[Section 4 (1)(b)(iii)]

Describe the procedure followed in decision making by the public authority  
**(Deputy Commissioner Office)**

Activity	Description	Decision making Process	Designation of final decision authority
Not Applicable			

## Chapter 4

### Norms set for the discharge of functions

[Section 4(1)(b)(iv)]

**Please provide the details of the norms / standards set by the public authority for the discharge of its functions / delivery of services.**

Sl. No	Functions/ Service	Norms Standards of Performance Set	Time Frame	Reference document prescribing the norms ( Citizens Charter, service Chapter etc)
Not Applicable				

# Chapter 5

## Rules, regulations, instructions, manuals and records for discharging functions

### Section 4(1)(b)(v)& (vi)]

Please provide list and gist of rules , regulations, instructions, manuals and records, held by public authority or under its control or used by its employes for discharging functions in the following format.

Sl no	Name of the act, rules, regulations , etc	Brief gist of contents
1	Ministry of Agriculture Department of Agriculture & Cooperation Government of India, Agricultural Census Division	Purpose of this manual is to describe the detail guidelines , schedules for data collection , concept, and definitions to be followed , outline for training programme of concerned staff and the nature of supervision .
2	Item Covered	<p><b>During</b></p> <p><b>Phase I</b> ,viz., the listing phase , data on number and Area of Operational Holdings according to prescribed size classes for different social groups and genderwise will be collected. During this phase of census , data on basic agricultural infrastructure available in the village will be collected.</p> <p><b>In phase II</b> , Data collected in sample basis from 20% of village in the state coming under Timely Reporting Scheme .The data collected aspects Viz:</p> <ol style="list-style-type: none"><li>1. Dispersal of holding ,</li><li>2. Land Utilization,</li><li>3.Irrigation status and source . wise area irrigated,</li><li>4.Cropping pattern.</li></ol> <p>All the data will be compiled separately for the operational holdings for the four groups ., Schedules Castes, Schedules Tribes, others and Institutional, and also the total for all these four groups.</p> <p><b>Phase III</b> :Input Survey</p> <p>Data collected on the number of parcels, multiple cropping ,land use pattern, use of chemical fertilizers, organic and inorganic manure, agricultural implants and agricultural credit availed by cultivators, type of seed used and educational qualification of the operational holders etc., on sampling basis</p>

## Rainfall Section

1	Indian Meteorological Department	<p>As the India Meteorological department is responsible for ensuring correctness and uniformity for collection of rainfall data in India and endorsed with authority of registration rain gauges viz., their installation and maintenance. These standards are as follows</p> <ol style="list-style-type: none"><li>1. Selection of places for installion of rain gauges.</li><li>2. Type of rain gauge to be used.</li><li>3. Inspection of rain gauge station</li><li>4. Taking and recording observations</li><li>5. Maintenance of rainfall records and their publications</li><li>6. Exposure of rain gauge</li><li>7. Erection of the gauge</li><li>8. Protection of gauge</li><li>9. Measurements of the Rainfall</li></ol>
---	----------------------------------	---

## Chapter 6

### Categories of Documents held by the Public Authority under its Control

#### [Section 4 (1) (b) v (i)]

<b>Sl. No.</b>	<b>Nature of Record</b>	<b>Details of information available</b>	<b>Unit / Section where available</b>	<b>Retention period, where available</b>
1	Phase 1	In listing phase , data on number and Area of Operational Holdings according to prescribed size classes for different social groups and gender wise will be collected.	District Statistical Office at Districts & Directorate of Economics and Statistics	The Basic data are available at Village Accountant
2	Phase 2 (Agricultural Census)	In phase II , Data collected in sample basis from 20% of village in the state coming under Timely Reporting Scheme .The data collected aspects Viz: 1. Dispersal of holding , 2. Land Utilization, 3. Irrigation status and source . wise area irrigated, 4. Cropping pattern.	District Statistical Office at Districts & Directorate of Economics and Statistics.	The Basic data are available at District Statistical Office at Districts
3	Phase 3 ( Input Survey)	Data collected on the number of parcels, multiple cropping ,land use pattern, use of chemical fertilizers, organic and inorganic manure, agricultural implements and agricultural credit availed by cultivators, type of seed used and educational qualification of the operational holders etc., on sampling basis.	District Statistical Office at Districts & Directorate of Economics and Statistics.	The Basic data are available at District Statistical Office at Districts .

## Chapter 7

### Arrangements for Consultations with, or Representation by the Members of the Public in relation to the Formulation of Policy or Implementation thereof

[Section 4 (1)(b) viii]

Describe arrangements by the public authority to seek consultation / participation of public or its representatives for formulation and implementation of policies.

<b>Sl. No</b>	<b>Function / service</b>	<b>Arrangements for consultations with or representation of public in relation with policy formulation</b>	<b>Arrangements for consultations with or representation of public in relations with policy implementation</b>
<b>Not applicable</b>			





## Chapter 9

### Directory of officers and employees

[Section 4(1)(b)(ix)]

Please provide information on officers and employees working in different units or offices at different levels and their contact

SL. No	Name of the Officers/Employees	Designation	Office Address	Contact Number / e-mail ID
1	GOVINDA RAO T S	JOINT DIRECTOR	DES, ARC, Division, 6 <sup>th</sup> Floor, Ambedkar Veedihi, M.S. Building, Bangalore.	080-22353751, M # 9483970236, des_jdarc@kar.nic.in
2	SREEDHARA A R	ASSISTANT DIRECTOR	-----"	080-22353751, M # 9449810098 agcdesr@yahoo.co.in
3	VASANTHAI AH M.S	ASSISTANT STATISTICAL OFFICER	-----"	9448236875
4	SREENIVASA HR	ASSISTANT STATISTICAL OFFICER	-----"	9449042490
5	PADMAVATHY G	SUPERINTENDENT	-----"	8748073313
6	VACANT POST	STENOGRAPHER	-----"	-
7	DILIP R.J	SECOND DIVISION ASSISTANT	-----"	9663349118
8	JAYAKUMARI	SECOND DIVISION ASSISTANT	-----"	8892344540
9	GURUSIDDAPPA	DRIVER	-----"	9880949026
10	SADASHIVA	GROUP D	-----"	9480259941
11	NARENDRA V	GROUP D	-----"	8553900025

## Chapter 10

### Monthly Remuneration received by the Officers and Employees , including the System of Compensation as provided in Regulations

[Section 4(1)(b)(x)]

Provide information on remuneration and compensation structure for officers and employees in the following format:

Sl. No.	Designation	Name of the Officer Working Sri/Smt	Remuneration (Gross Salary) in Rs.
	Organization		Per Month
1	JOINT DIRECTOR	GOVINDA RAO T S	78,073/-
2	ASSISTANT DIRECTOR	SREEDHARA A R	24,600/-
3	ASSISTANT STATISTICAL OFFICER	VASANTHAIAH M.S	47,367/-
4	ASSISTANT STATISTICAL OFFICER	SREENIVASA HR	40,607/-
5	SUPERINTENDENT	PADMAVATHY G	40,188/-
6	STENOGRAPHER	--- VACANT POST ---	-
7	SECOND DIVISION ASSISTANT	DILIP R.J	22,356/-
8	SECOND DIVISION ASSISTANT	JAYAKUMARI	22,294/-
9	DRIVER	GURUSIDDAPPA	32,680/-
10	GROUP - D	SADASHIVA	27,076/-
11	GROUP - D	NARENDRA V	21,430/-

## Chapter 11

### The Budget Allocated to Each Agency including Plans etc.

[Section 4(i)(b)(x)i]

**Provide information about the details of the plans , programmes, and schemes undertaken by the public authority for each agency.**

(in lakhs )

<b>Agency</b>	<b>Plans/Programme scheme/Project/Activity/ Purpose for which budget is allotted.</b>	<b>Proposed expenditure as on last year</b>	<b>Expected Outcomes</b>	<b>Report on disbursements made or where such details are available (website,reports, notice, board etc.,)</b>
3454-02-204-0-03 Central Sector Scheme of Agricultural Census	Collection of the details of agricultural holdings like number of operation holdings , area operated , land use pattern, crop wise statistics source of irrigation etc. These data were retabulated from RTC once in five years , In case of Input Survey information on use of Agricultural Implements Credits and certified seeds. The details of Livestock Family size & educational status of operational holder will be collected through household inquires on sample basis once in 5 years . Live stock details , agricultural Credits and certified seeds details on sample basis once in 5 years	84.21	84.21	84.21

## Chapter 12

### The manner of execution of subsidy program

[Section 4(1)(b)(x)ii]

1. Describe the activities / programmes /schemes being implemented by the public authority for which subsidy is provided.
2. Provide information on the nature of subsidy, and designation of officer competent to grant subsidy under various programmes/schemes.

<b>Name of programme/Activity</b>	<b>Nature/Scale of Subsidy</b>	<b>Eligibility Criteria for grant of subsidy</b>	<b>Designation of Office of grant subsidy</b>
Not Applicable			

- 3) Describe the manner of execution of the subsidy programme

<b>Name of programme/Activity</b>	<b>Application procedure</b>	<b>Sanction Procedure</b>	<b>Disbursement Procedure</b>
Not Applicable			

## Chapter 13

### Particulars of Recipients of Concessions, Permits or Authorizations Granted by the public Authority

[Section 4(1)(b)(x)iii]

Provide the names and addresses of recipients of benefits under each programme/scheme separately in the following format

Institutional Beneficiaries

Name of Programme Scheme				
Sl no	Name & address of recipient institutions	Nature / Quantum of Benefit granted	Date of Grant	Name of designation of granting authority
<b>Not Applicable</b>				

## Chapter 14

### Information Available in an Electronic form

[Section 4(1)(b)(xiv)]

Please provide the details of information related to the various schemes of the department which are available in electronic formats.

(Floppy, CD,VCD, Website, Internet etc )

Electronic	Description (site adder/ location where available etc.,	Contents or title	Designation and address of the custodian of information held by whom?
WEB SITE	<a href="http://www.des.kar.nic.in">www.des.kar.nic.in</a>	DES	Director DES 7 <sup>th</sup> Floor Ambedkar Veedhi M.S.Building Bangalore

# Chapter 15

## Particulars of Facilities available to Citizens for Obtaining Information

[Section 4(1)(b)(xv)]

Describe the particulars of information dissemination mechanisms in place

Facilities available to the public for accessing of information.

Facility	Description (Location of Facility / Name etc)	Details of Information made available
Web Site	<a href="http://www.des.kar.nic.in">www.des.kar.nic.in</a>	DES



# Chapter 16

## Name designation and other particulars of Public Information Officers

[Section 4(1)(b)(xvi)]

**Please provide contact information about the Public Information Officers and Assistant Public Information officer designated for various Offices/administrative units and Appellate Authority / Officer(s) for the public authority in the following format**

### Public Information Officer

Sl. No.	Name of Designation of PIO	Name of Designation of PIO	Telephone No.	e-mail address
1	ARC, Division, DES	Shri. GOVINDA RAO TS Joint Director	22353751	des_jdarc@kar.nic.in

### Assistant Public Information Officer

Sl. No.	Name of Designation of PIO	Name of Designation of PIO	Telephone No.	e-mail address
1	ARC, Division, DES	Smt. SREEDHARA A R Assistant Director	22353751	des_jdarc@kar.nic.in

### Appellate Authority

Sl. No.	Name of Designation of PIO	Name of Designation of PIO	Telephone No.	e-mail address
1	DES, M.S. Building, Bangalore 01	Director	22353829/30/32	des_dir@mail.kar.nic.in

# Chapter 17

## Other Useful information

[Section 4(1)(b)(xvii)]

Please give below any other information or details of publications which are of relevance or of use to the citizens

SL No.	Name of the Publication/Report	Web site
1	<u>Agricultural census:-</u> Report on operational Holdings in Karnataka year 2005-06 main findings of Agricultural Census in Karnataka 2010-11 state and District wise tables	Yes
2	<u>Rainfall Statistics:-</u> Daily, weekly, Monthly and Annual	Yes