

# Chapter 1

## Organization Functions and Duties

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

### Particulars of the organization, function and duties:

Sl. No	Name of the Organization	Address	Functions	Duties
1	Crop Insurance Scheme Division	DES, 4th Floor, Dr. B.R. Ambedkar Veedhi, M.S.Building, Bangalore-1.	<ol style="list-style-type: none"> <li>1. Monitoring &amp; Supervision for effective implementation of Mobile App software developed for conducting Crop Cutting Experiments (CCEs) as per guidelines of Karnataka Raita Suraksha Pradhan Mantri Fasal Bima (Vima) Yojana</li> <li>2. Issuing the Guidelines for effective implementation of CCEs.</li> <li>3. State/District Level Training pertaining to Field work.</li> <li>4. Verification of experiment-wise yield and average yield of various crops uploaded in web &amp; its finalization.</li> <li>5. Supervision at Field level by District level Officers.</li> <li>6. Verification of the average yield generated in Samrakshana Portal and submit the same to Agriculture Department.</li> </ol>	

## Chapter 2

### Power and Duties of Officers and Employees

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

**Please provide details of the power and duties of officers and employees of the authority by designation as follows**

Sl. No	Name of the Officer/Employee Sri/Smt	Designation	Duties Allotted	Powers
1.	D. Chandrashekharaiiah	Joint Director	Please see Annexure - I	
2.	Sumati	Deputy Director		
3.	Anupama Naik M.V	Assistant Director		
4.	M.D. Srinivasa	Assistant Director		
5.	M. Muniraju	Assistant Statistical Officer		
6.	Guruprasad J.S	Assistant Statistical Officer		
7.	Srinivasmurthy	Assistant Statistical Officer		
8.	Chandrakala	Assistant Statistical Officer		
9.	M. Manjula	Assistant Statistical Officer		
10.	N. Pramiladevi	Assistant Statistical Officer		
11.	Savithramma	Assistant Statistical Officer		
12.	S. N. Sophia	Assistant Statistical Officer		
13.	V. Sathyabhama	Assistant Statistical Officer		
14.	D. Meenakshi	Assistant Statistical Officer		
15.	Saraswathi .P.	Statistical Inspector		
16.	Bhavana .B. Shastri	Statistical Inspector		
17.	Santosh R.D	Statistical Inspector		
18.	Akshata B.M	Enumerator		
19.	L. Chaitra	Enumerator		
20.	Bharathi. N	Sr. Typist		
21.	Govindaiah	Driver		
22.	Bhagyalakshamma	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 Officer)**

<b>Activity</b>	<b>Description</b>	<b>Decision making Process</b>	<b>Designation of final decision authority</b>
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**

<b>Sl. No</b>	<b>Function/Service</b>	<b>Norms Standards of Performance Set</b>	<b>Time Frame</b>	<b>Reference document prescribing the norms (Citizen's Charter,</b>
	<i>Submission of average yield information to Agriculture Department</i>			
1	Early Kharif		31 <sup>st</sup> of December	
2	Kharif		28/29 <sup>th</sup> of February	
3	Tur yield in Kharif		31 <sup>st</sup> March	
4	Rabi		30 <sup>th</sup> of June	
5	Summer		31 <sup>st</sup> of July	

## **Chapter 5**

### **Rules, Regulations, Instructions, Manual 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 employees for discharging functions in the following format.

*From Time to Time Directorate is publishing updated Manual*

## **Chapter 6**

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

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

Provide information about the official documents held by the public authority or under its control

Not Applicable

## Chapter 7

### **Arrangement for Consultation with, or Representation by the Members of the Public in relation to the Formulation of Policy or Implementation thereof**

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

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 consultation with or representation of public in relation with policy formulation</b>	<b>Arrangements for consultation with or representation of public in relations with policy implementation</b>
Not Applicable			

## Chapter 8

### **Boards, Councils, Committees and other Bodies constituted as part of Public Authority**

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

Please provides information on boards, councils, committees and other bodies related to the public authority in the following format.

<b>Name of Board, Council Committee, etc.</b>	<b>Composition</b>	<b>Powers and Functions</b>	<b>Whether its Meetings open to Public /Minutes of its Meetings accessible for Public</b>
Not Applicable			



## Chapter 9

### Directory of Officers and Employees

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

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

Sl. No	Name of the Officer/Employee Sri/Smt.	Designation	Office Address	Contact Number / e-mail ID
1.	D. Chandrashekharaiiah	Joint Director	DES, CIS, Division, 4 <sup>th</sup> Floor, Ambedkar Veedhi, M.S. Building, Bangalore.	080-22257405 9448448835 <a href="mailto:desjdciska@gmail.com">desjdciska@gmail.com</a>
2.	Sumati	Deputy Director		9449810098
3.	Anupama Naik M.V.	Assistant Director		9731315943
4.	M.D. Srinivasa	Assistant Director		9886144028
5.	M. Muniraju	Assistant Statistical Officer		080-22257405
6.	Guruprasad J.S.	Assistant Statistical Officer		-“-
7.	Srinivasmurthy	Assistant Statistical Officer		-“-
8.	Chandrakala	Assistant Statistical Officer		-“-
9.	M. Manjula	Assistant Statistical Officer		-“-
10.	N. Pramiladevi	Assistant Statistical Officer		-“-
11.	Savithamma	Assistant Statistical Officer		-“-
12.	S. N. Sophia	Assistant Statistical Officer		-“-
13.	V. Sathyabhama	Assistant Statistical Officer		-“-
14.	D. Meenakshi	Assistant Statistical Officer		-“-
15.	Saraswathi P.	Statistical Inspector		-“-
16.	Bhavana B. Shastri	Statistical Inspector		-“-
17.	Santosh R.D	Statistical Inspector		-“-
18.	Akshata B.M.	Enumerator		-“-
19.	L. Chaitra	Enumerator		-“-
20.	Bharathi N	Sr. Typist		-“-
21.	Mallikarjun	Driver		-“-
22.	Bhagyalakshamma	Group "D"		-“-

## Chapter 10

### Monthly Remuneration received by 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:

<b>Name of the Officer Working Sri/Smt</b>	<b>Designation Organization</b>	<b>Remuneration Per Month</b>
D. Chandrashekharaiyah	Joint Director	50100.00
Sumati	Deputy Director	37200.00
Anupama Naik M.V	Assistant Director	28800.00
M.D. Srinivasa	Assistant Director	27400.00
M. Muniraju	Assistant Statistical Officer	26700.00
Guruprasad J.S	Assistant Statistical Officer	20000.00
Srinivasmurthy	Assistant Statistical Officer	22800.00
Chandrakala	Assistant Statistical Officer	24000.00
M. Manjula	Assistant Statistical Officer	24000.00
N. Pramiladevi	Assistant Statistical Officer	24000.00
Savithamma	Assistant Statistical Officer	22800.00
S. N. Sophia	Assistant Statistical Officer	21600.00
V. Sathyabhama	Assistant Statistical Officer	21600.00
D. Meenakshi	Assistant Statistical Officer	20500.00
Saraswathi .P.	Statistical Inspector	16000.00
Bhavana .B. Shastri	Statistical Inspector	15600.00
Santosh R.D	Statistical Inspector	15600.00
Akshata B.M	Enumerator	12250.00
L. Chaitra	Enumerator	11800.00
Bharathi. N	Sr. Typist	20000.00
Mallikarjun	Driver	20000.00
Bhagyalakshamma	Group "D"	12000.00

## Chapter 11

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

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

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

Agency	Plan/Programme/ Scheme/Project/ Activity/Purpose for which budget is allotted	Proposed expenditure As on last Year	Expected Outcomes	Report on disbursements made or where such details are available (website, reports, notice board etc.,)
DES, 4 <sup>th</sup> Floor, Ambedkar Veedihi, M.S. Building, Bangalore.				Directorate of Economics & Statistics Website: <a href="http://www.des.kar.nic.in">www.des.kar.nic.in</a>  Hobli-wise average yield from 2006-07 to 2010-11 and Hobli-wise & GP wise average yield from 2011-12 to 2014-15 are available in Directorate website  From the year 2016- 17 average yield of Hobli-wise and GP wise are available in Samrakshane portal

## Chapter 12

### Manner of Execution of Subsidy Programmes

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

- 1) Describe the activities/programmes/schemes being implemented by the public authority for which subsidy is provided.
- 2) Provided information on the nature of subsidy, eligibility criteria for accessing 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			

## Chapter 13

### Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority

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

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 & designation of granting authority
Not Applicable				

## Chapter 14

### Information Available in 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, Web Site, Internet etc.)

<b>Electronic</b>	<b>Description (site address/location where available etc.,)</b>	<b>Contents or Title</b>	<b>Designation and address of the custodian of information held by whom ?</b>
Web site	www.des.kar.nic.in	Taluk wise, Hobli wise and GP wise Yield data	Director, Directorate of Economics & Statistics, M.S. Building, Dr. Ambedkar Veedhi, Bangalore-01.

## Chapter 15

### Particulars of Facilities available to Citizens for Obtaining Information

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

Describe the particulars of information dissemination mechanisms in place/facilities available to the public for accessing of information:

<b>Facility</b>	<b>Description (Location of Facility/ Name etc)</b>	<b>Details of Information made available</b>
Web site	www.des.kar.nic.in	Taluk wise, Hobli wise and GP wise Yield data

## Chapter 16

### Names, Designations 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 Officers designated for various offices/administrative units and Appellate Authority /Officers (s) for the public authority in the following format.

#### Public Information Officer

Sl. No	Name of the Office / Administrative Unit	Name of Designation of PIO	Office Tel. Residence Tel. Fax	E-mail
1	CIS, Division, DES	D. Chandrashekharaiiah Joint Director	(080)-22257405	desjdciska@gmail.com

#### Appellate Authority

Sl. No	Name of the Office / Administrative Unit	Name of Designation of PIO	Office Tel. Residence Tel. Fax	E-mail
1	DES, M.S. Building, Bangalore 01	Director	22353829/30/32	<a href="mailto:des_dir@nic.in">des_dir@nic.in</a>



## 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		
2		
3		
4		
5		

**ANNEXURE - 1**

Sl. No.	Name and Designation of Officers/staff (Sri/Smt)	Details of Work allocation
1	D. Chandrashekaraiiah Joint Director	<ul style="list-style-type: none"> <li>a. Heads the Crop Insurance Scheme Division.</li> <li>b. Monitoring &amp; Supervision of CCE and effective implementation of Mobile App software developed for Crop Cutting Experiments (CCEs) as per guidelines of Karnataka Raita Suraksha Pradhan Mantri Fasal Bima (Vima) Yojana</li> <li>c. Nodal Officer for National Sample Survey Organisation (NSSO) and Agriculture Insurance Company of India Ltd., Govt. of India</li> <li>d. Nodal officer for Department of Agriculture and State unit of Agriculture Insurance Company of India Ltd., and other Agriculture Insurance Companies</li> <li>e. Represents the Director for Plan Implementation meetings pertaining to Karnataka Raita Suraksha Pradhan Mantri Fasal Bima (Vima) Yojana</li> <li>f. Monitors and Supervise the overall functioning of the division and stages of the progress and also the work of District Statistical Officers, pertaining to Crop Cutting Experiments</li> <li>g. Conducting refreshing Training Programmes for Officers/Staff of district level Primary Workers &amp; Supervisors under Crop Estimation Survey &amp; Crop Insurance Scheme</li> <li>h. Liaison Officer to provide data required by the Central Government, State Government, various Government and non-Government Agencies, Research Organisations and the general public</li> <li>i. Submission of Gram Panchayath/Hobli wise Yield information to Agriculture Department</li> <li>j. Submission of National Sample Survey Organisation (NSSO) tables to NSSO, Faridabad.</li> <li>k. Any other responsibility/work entrusted by the Director, DES.</li> </ul>
2	Sumathi Deputy Director	<ul style="list-style-type: none"> <li>a. Supervision and Monitoring the work of CIS Division</li> <li>b. Monitoring &amp; Supervision of CCE and effective implementation of Mobile App software developed for Crop Cutting Experiments as per guidelines of Karnataka Raita Suraksha Pradhan Mantri Fasal Bima (Vima) Yojana.</li> <li>c. Supervision the work of Assistant Director and Case workers and to take necessary action to send the CCEs average yield to Agriculture Department within time.</li> <li>d. Coordinate with Joint Director in preparation of progress report of the Division.</li> <li>e. Supervision of Crop Insurance Scheme (CIS) &amp; Crop Estimation Survey (CES) by visiting District Statistical Offices (DSO).</li> </ul>

		<p>f. Issue necessary instructions/directions to all case workers in completing the works of CIS division within due course.</p> <p>g. Any other work as and when entrusted by Joint Director.</p>
3	Anupama Naik. M.V Assistant Director	<p>a. Supervision of the work of Case Workers as allotted, Letters correspondence with DSOs, Supervision of pendency and preparation of Average Yield to Agriculture Department.</p> <p>b. Co-ordination in Monitoring &amp; Supervision for effective implementation of Mobile App software developed for Crop Cutting Experiments (CCEs) as per guidelines of Karnataka Raita Suraksha Pradhan Mantri Fasal Bima (Vima) Yojana</p> <p>c. Collection &amp; computerisation of data on pilot study of certified crop area and yield as per recommendations of Prof. Vaidyanathan Committee and file maintenance with regard to Honorarium distribution.</p> <p>d. To verify &amp; certify the yield data prepared by NIC based on software.</p> <p>e. Any other work as &amp; when entrusted by Joint Director.</p>
4	M.D. Srinivas Assistant Director	<p>a. Supervision of the work of Case Workers as allotted, Letters correspondence with DSOs supervision of pendency and preparation of Average yield to submit to Agriculture Department.</p> <p>b. Co-ordination in Monitoring &amp; Supervision for effective implementation of Mobile App software developed for Crop Cutting Experiments (CCEs) as per guidelines of Karnataka Raita Suraksha Pradhan Mantri Fasal Bima (Vima) Yojana</p> <p>c. Supervising the work of CCE work Plan under CES/CIS and monitoring the work process involved in preparation of Notifications.</p> <p>d. Preparation of driage ratio for CCE &amp; their maintenance.</p> <p>e. To verify &amp; certify the Data Gaps Report prepared by case workers and submit through Deputy Director.</p> <p>f. To verify &amp; certify the yield data prepared by NIC based on software.</p> <p>g. Supervision of Stationary.</p> <p>h. Supervision of Maintenance of Computers &amp; Zerox Machines.</p> <p>i. Any other work as &amp; when entrusted by Joint Director.</p>
5	M. Muniraju, Assistant Statistical Officer	<p>a. Koppal &amp; Mandya as monitoring districts - Pertaining to these Districts, verification &amp; maintenance of Insurance Unit wise selected villages list of all notified Crops &amp; letter correspondence.</p> <p>b. Verification of wet yield and other details uploaded by Primary worker in Mobile App and any difference found communicate to DSO.</p> <p>c. Honorarium of CCE &amp; budget related works pertaining to CIS Division.</p> <p>d. File Maintenance of cases filed in Court and Karnataka State Consumer Dispute Redressal Commission, Bengaluru pertaining</p>

		<p>to Crop insurance.</p> <p>e. Verification of CES supervision report (Form-13), preparation of compiled report and letter correspondence.</p> <p>f. Preparation of comprehensive report on CES monthly progress of all Districts (Form 11a, 11b, 11c)</p> <p>g. File Maintenance regarding printing of CES forms, hand book and other publications.</p> <p>h. Letter correspondence for taking action on Primary Workers for their work omission under CES, pertaining to monitoring districts.</p> <p>i. File maintenance pertaining to Karnataka State Statistical Development Agency (KSSDA)</p> <p>j. Any other work as &amp; when entrusted by Joint Director.</p>
6	M. Manjula Assistant Statistical Officer	<p>a. Udupi, Mysore &amp; Yadgir as monitoring districts - Pertaining to these Districts, verification &amp; maintenance of Insurance Unit wise selected villages list of all notified Crops &amp; letter correspondence.</p> <p>b. Verification of wet yield and other details uploaded by Primary worker in Mobile App and any difference found communicate to DSO.</p> <p>c. Letter correspondence regarding file disposal.</p> <p>d. Preparation of CES monthly progress report (Form 11a, 11b &amp; 11c) pertaining to monitoring districts and submit to Sri.Muniraju, ASO, within due course.</p> <p>e. Letter correspondence for taking action on Primary Workers for their work omission under CES, pertaining to monitoring districts.</p> <p>f. File maintenance of Mapping mismatch issues.</p> <p>g. Providing information under RTI and information to other departments/public pertaining to Division.</p> <p>h. Providing Information to PTC &amp; other divisions</p> <p>i. Preparation &amp; maintenance of Driage report (with the directions of concerned Assistant Director)</p> <p>j. File Maintenance of Computer, Printer, Zerox maintenance.</p> <p>k. Work of NSSO &amp; submitting the report to Government of India (along with co-operation of Smt. Sophia, A.S.O.)</p> <p>l. Any other work as &amp; when entrusted by Joint Director.</p>
7	N. Pramiladevi Assistant Statistical Officer	<p>a. Gadag &amp; Hassan as monitoring districts - Pertaining to these Districts, verification &amp; maintenance of Insurance Unit wise selected villages list of all notified Crops &amp; letter correspondence.</p> <p>b. Verification of wet yield and other details uploaded by Primary worker in Mobile App and any difference found communicate to DSO.</p> <p>c. Receipt &amp; Distribution of letters of CIS Division.</p> <p>d. Maintenance of files pertaining to administration, JD,</p>

		<p>Attendance and Leave of Officer/Staff of the Division</p> <p>e. Letter correspondence for taking action on Primary Workers for their work omission under CES, pertaining to monitoring districts.</p> <p>f. Preparation of CES monthly progress report (Form 11a, 11b &amp; 11c) pertaining to monitoring districts and submit to Sri.Muniraju, ASO, within due course.</p> <p>g. Any other work as &amp; when entrusted by Joint Director.</p>
8	Chandrakala S.J. Assistant Statistical Officer	<p>a. Bagalkot as monitoring district - Pertaining to this district, verification &amp; maintenance of Insurance Unit wise selected villages list of all notified Crops &amp; letter correspondence.</p> <p>b. Verification of wet yield and other details uploaded by Primary worker in Mobile App and any difference found communicate to DSO.</p> <p>c. Preparation of season-wise CCE work plan under CES/CIS as per Notification maintain the File pertaining to Insurance unit-wise average yield of all notified crops which is provided to Agriculture Department.</p> <p>d. Maintain the File pertaining to Objections of all Insurance Companies.</p> <p>e. Objections of Bharati Axa Company &amp; AIG Company for 2017-18.</p> <p>f. All files pertaining to yield information.</p> <p>g. Preparation of information for all meetings.</p> <p>h. Preparation of CES monthly progress report (Form 11a, 11b &amp; 11c) pertaining to monitoring districts and submit to Sri M. Muniraju, ASO, within due course.</p> <p>i. Letter correspondence for taking action on Primary Workers for their work omission under CES, pertaining to monitoring districts.</p> <p>j. Any other work as &amp; when entrusted by Joint Director.</p>
9	V.Sathybhama Assistant Statistical Officer	<p>a. Chikkaballapura, Chitradurga &amp; Kolar as monitoring districts - Pertaining to these Districts, verification &amp; maintenance of Insurance Unit wise selected villages list of all notified Crops &amp; letter correspondence.</p> <p>b. Verification of wet yield and other details uploaded by Primary worker in Mobile App and any difference found communicate to DSO.</p> <p>c. Preparation of season-wise CCE work plan under CES/CIS and further work.</p> <p>d. Preparation of CES monthly progress report (Form 11a, 11b &amp; 11c) pertaining to monitoring districts and submit to Sri M.Muniraju, ASO, within due course.</p> <p>e. Preparation of necessary information for meetings of High level co-ordination Committee of Agriculture Statistics &amp; Higher meetings.</p> <p>f. Maintenance of the guard file of Government Notifications &amp;</p>

		<p>Circulars.</p> <p>g. Letter correspondence for taking action on Primary Workers for their work omission under CES, pertaining to monitoring districts.</p> <p>h. File maintenance pertaining to the information of No crop &amp; lapsed experiments.</p> <p>i. Any other work as &amp; when entrusted by Joint Director.</p>
10	S.N. Sophiya Assistant Statistical Officer	<p>a. Belagavi, Chikkamagalur &amp; Kodagu as monitoring districts - Pertaining to these Districts, verification &amp; maintenance of Insurance Unit wise selected villages list of all notified Crops &amp; letter correspondence.</p> <p>b. Verification of wet yield and other details uploaded by Primary worker in Mobile App and any difference found communicate to DSO.</p> <p>c. Preparation of CES monthly progress report (Form 11a, 11b &amp; 11c) pertaining to monitoring districts and submit to Sri M.Muniraju, ASO, within due course.</p> <p>d. Letter correspondence for taking action on Primary Workers for their work omission under CES, pertaining to monitoring districts.</p> <p>e. Work of NSSO &amp; submission of report to Government of India (with co-ordinate of Smt. M.Manjula, A.S.O.)</p> <p>f. Any other work as &amp; when entrusted by Joint Director.</p>
11	D. Meenakshi Assistant Statistical Officer	<p>a. Bellary, Bidar, &amp; Chamarajanagar as monitoring districts - Pertaining to these Districts, verification &amp; maintenance of Insurance Unit wise selected villages list of all notified Crops &amp; letter correspondence.</p> <p>b. Verification of wet yield and other details uploaded by Primary worker in Mobile App and any difference found communicate to DSO.</p> <p>c. Maintenance monthly dairy review file of the districts allotted to JD, CIS as nodal officer. Sending pendency list of the division to all Joint Directors of Directorate.</p> <p>d. Preparation of CES monthly progress report (Form 11a, 11b &amp; 11c) pertaining to monitoring districts and submit to Sri M.Muniraju, ASO, within due course.</p> <p>e. Letter correspondence for taking action on Primary Workers for their work omission under CES, pertaining to monitoring districts.</p> <p>f. Any other work as &amp; when entrusted by Joint Director.</p>
12	Srinivasa Murthy, Assistant Statistical Officer	<p>a. Kalburgi, Bengaluru Urban &amp; Bengaluru Rural as monitoring districts - Pertaining to these Districts, verification &amp; maintenance of Insurance Unit wise selected villages list of all notified Crops &amp; letter correspondence.</p> <p>b. Verification of wet yield and other details uploaded by Primary worker in Mobile App and any difference found communicate to DSO.</p>

		<ul style="list-style-type: none"> <li>c. Providing CIS Division information for the preparation of Annual Report &amp; Annual Administrative Report of the Department.</li> <li>d. Preparation of CES monthly progress report (Form 11a, 11b &amp; 11c) pertaining to monitoring districts and submit to Sri M.Muniraju, ASO, within due course.</li> <li>e. Letter correspondence for taking action on Primary Workers for their work omission under CES, pertaining to monitoring districts.</li> <li>f. Any other work as &amp; when entrusted by Joint Director.</li> </ul>
13	Guruprasad J.S. Assistant Statistical Officer	<ul style="list-style-type: none"> <li>a. Vijayapura as monitoring districts - Pertaining to this District, verification &amp; maintenance of Insurance Unit wise selected villages list of all notified Crops &amp; letter correspondence.</li> <li>b. Verification of wet yield and other details uploaded by Primary worker in Mobile App and any difference found communicate to DSO.</li> <li>c. Finalization of Insurance unit-wise average yield finalized by NIC after verifying the crop cutting experiment wise average yield registered in software</li> <li>d. Preparation of CES monthly progress report (Form 11a, 11b &amp; 11c) pertaining to monitoring districts and submit to Sri M.Muniraju, ASO, within due course.</li> <li>e. Letter correspondence for taking action on Primary Workers for their work omission under CES, pertaining to monitoring districts.</li> <li>f. Compiling the report of allotment of training, work and CCE to primary workers (CES form 7, 8 &amp; 9)</li> <li>g. Preparation of Final Tables of NSSO.</li> <li>h. Monitoring &amp; issuing of Stationery pertaining to the Division.</li> <li>i. Preparation of initial information for Advance Estimates of yield.</li> <li>j. All work pertaining to Data Gaps</li> <li>k. Any other works given by Higher Officers</li> <li>l. Preparation of all progress report.</li> <li>m. Any other work as &amp; when entrusted by Joint Director.</li> </ul>
14	Savithamma Assistant Statistical Officer	<ul style="list-style-type: none"> <li>a. Dakshina Kannada &amp; Dharwad as monitoring districts - Pertaining to these Districts, verification &amp; maintenance of Insurance Unit wise selected villages list of all notified Crops &amp; letter correspondence.</li> <li>b. Verification of wet yield and other details uploaded by Primary worker in Mobile App and any difference found communicate to DSO.</li> <li>c. Preparation of CES monthly progress report (Form 11a, 11b &amp; 11c) pertaining to monitoring districts and submit to Sri M.Muniraju, ASO, within due course.</li> <li>d. Letter correspondence for taking action on Primary Workers for their work omission under CES, pertaining to monitoring districts.</li> <li>e. Any other work as &amp; when entrusted by Joint Director.</li> </ul>

15	Santhosh R.D. Statistical Inspector	<ul style="list-style-type: none"> <li>a. Compiling the suggestions, instructions, received from Districts with regard to incorporate the changes in mobile app software.</li> <li>b. Working in State Help Desk to solve the problems of Mobile App.</li> <li>c. Preparation of Form 13 &amp; 15 of CCE.</li> <li>d. Compiling the complaints received from District &amp; submit to JD, CIS every day.</li> <li>e. Any other work as &amp; when entrusted by Joint Director.</li> </ul>
16	Saraswathi P. Statistical Inspector	<ul style="list-style-type: none"> <li>a. Raichur, Ramanagar &amp; Uttara Kannada as monitoring districts - Pertaining to these Districts, verification &amp; maintenance of Insurance Unit wise selected villages list of all notified Crops &amp; letter correspondence.</li> <li>b. Verification of wet yield and other details uploaded by Primary worker in Mobile App and any difference found communicate to DSO.</li> <li>c. Preparation of CES monthly progress report (Form 11a, 11b &amp; 11c) pertaining to monitoring districts and submit to Sri M.Muniraju, ASO, within due course.</li> <li>d. Letter correspondence for taking action on Primary Workers for their work omission under CES, pertaining to monitoring districts.</li> <li>e. Maintenance of file pertaining to pilot study undertaken in Raichur District for Paddy crop using remote sensing technique.</li> <li>f. Preparation &amp; maintenance of Driage report (with the directions of AD)</li> <li>g. Preparation of NSSO tables in software and submit initially to NSSO</li> <li>h. Any other work as &amp; when entrusted by Joint Director.</li> </ul>
17	Bhavana B. Shastri Statistical Inspector	<ul style="list-style-type: none"> <li>a. Shimoga, Tumkur &amp; Haveri as monitoring districts - Pertaining to these Districts, verification &amp; maintenance of Insurance Unit wise selected villages list of all notified Crops &amp; letter correspondence.</li> <li>b. Verification of wet yield and other details uploaded by Primary worker in Mobile App and any difference found communicate to DSO.</li> <li>c. Preparation of CES monthly progress report (Form 11a, 11b &amp; 11c) pertaining to monitoring districts and submit to Sri M.Muniraju, ASO, within due course.</li> <li>d. Letter correspondence for taking action on Primary Workers for their work omission under CES, pertaining to monitoring districts.</li> <li>e. Maintenance of file pertaining to Pilot Study on crop area registered &amp; Yield information as per recommended Prof. Vaidyanathan Committee.</li> <li>f. MPIC of CIS Division.</li> <li>g. NSSO work with co-ordination of Smt. M.Manjula, ASO</li> <li>h. Preparation of driage report in the directions of AD</li> </ul>



		<ul style="list-style-type: none"> <li>i. Any other work as &amp; when entrusted by Joint Director.</li> </ul>
18	Akshatha M. Enumerator	<ul style="list-style-type: none"> <li>a. Working in State Level Help Desk of Mobile App.</li> <li>b. Preparation of Economic Survey Report.</li> <li>c. Working in Co-ordinations with Sri J.S.Guruprasad, ASO.</li> <li>d. Any other work as &amp; when entrusted by Joint Director.</li> </ul>
19	L.Chaitra Enumerator	<ul style="list-style-type: none"> <li>a. Working in State Level Help Desk of Mobile App.</li> <li>b. NSSO work in the Directions of Asst. Director.</li> <li>c. Form-13 &amp; 15 with the co-ordinations of Sri R.D.Santhosh, SI,</li> <li>d. Any other work as &amp; when entrusted by Joint Director.</li> <li>e. Monitoring work of Bagalkot District in the directions of Smt. G.S. Chandrakala, ASO.</li> </ul>
20.	N.Bharathi Senior Typist	<ul style="list-style-type: none"> <li>a. Typing work of the Division.</li> <li>b. Checking the e-mail every day and give the printed copy to concerned case workers.</li> <li>c. Any other work as &amp; when entrusted by Joint Director.</li> </ul>