

GOVERNMENT OF KERALA

Personnel and Administrative Reforms Department

**Work Study Report
Kerala Agricultural University**

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CHAPTER-1

INTRODUCTION

“We should look upon agriculture not just as a food-producing machine for the urban population, but as the major source of skilled and remunerative employment and a hub for global outsourcing”.

M. S. Swaminathan

The agricultural education in Kerala has a pre-independence era history which starts in 1896 with a scheme to train young men in scientific agriculture at the Demonstration Farm, Karamana at Thiruvananthapuram in erstwhile Travancore. For studying about pepper, an Agricultural Research Station was started at Taliparamba in 1905. Coconut Research Station at Nileschwaram and Rice Research Station at Moncompu were started in 1916 followed by establishment of Rice Research Stations at Pattambi (1927) and Kayamkulam (1939).

1.2 Agriculture was introduced as an optional subject in the middle school classes when an Agricultural Middle School was started in 1922 at Aluva, Ernakulam. Its popularity resulted in establishing similar institutions at Kottarakkara (1928) and Konni (1931). In 1953, agriculture was introduced as an optional subject for Intermediate Course. The erstwhile Government of Travancore-Cochin, in 1955, started the Agricultural College and Research Institute at Vellayani, Thiruvananthapuram and the College of Veterinary and Animal Sciences at Mannuthy, Thrissur for imparting higher education in agricultural and veterinary sciences. With the formation of Kerala State in 1956, both Colleges were affiliated to the University of Kerala. The post-graduate

programmes leading to MSc. (Ag.)(1961), MVSc. (1962) and PhD. degrees (1965) were also started.

1.3 In 1949, the University Education Commission under the Chairmanship of Dr. S. Radhakrishnan had recommended to recognize agriculture education as a major national subject. The Commission also recommended that high priority should be given in national economic planning for the study of agriculture in primary, secondary and higher education. On the recommendation of the Second National Education Commission (1964-66) chaired by Dr. D.S. Kothari, one Agricultural University in each State was established. The State Agricultural Universities (SAUs) were established in India as an integral part of the National Agricultural Research System to give the much needed impetus to Agriculture Education and Research in the Country. As a result, the Kerala Agricultural University (KAU) was established on 24th February 1971 by virtue of the Act 33 of 1971 and started functioning on 1st February 1972. The KAU is the 15th in the series of the State Agricultural Universities.

1.4 In accordance with the provisions of KAU Act of 1971, the Agricultural College and Research Institute at Vellayani and the College of Veterinary and Animal Sciences, Mannuthy, were brought under the KAU. Twenty one agricultural and animal husbandry research stations were also transferred to the KAU for taking up research and extension programmes on various crops, animals, birds, etc. The mission of the University is to attain excellence in Agricultural Education, Research and Extension for Sustainable Agricultural Development and Livelihood security of farming community. The University focuses its strategy on synergizing multi-

disciplinary education and strengthening problem-specific research relevant to the state and help building innovative extension systems for sustainable management of natural resources, sustainable agricultural production and overall improvement of rural livelihoods.

1.5 In 2011, KAU was trifurcated into Kerala Veterinary and Animal Sciences University (KVASU), Kerala University of Fisheries and Ocean Studies (KUFOS) and Kerala Agricultural University (KAU). Now the University has seven colleges (four Agriculture, one Agricultural Engineering, one Forestry, one Co-operation Banking & Management), six Regional Agricultural Research Stations, seven Krishi Vigyan Kendras, 15 Research Stations and 16 Research and Extension Units under the faculties of Agriculture, Agricultural Engineering and Forestry. An Academy on Climate Change Adaptation and an Institute of Agricultural Technology offering MSc. (Integrated) Climate Change Adaptation and Diploma in Agricultural Sciences are also functioning in KAU.

CHAPTER -2

GENESIS OF THE STUDY

Consequent upon the trifurcation of Kerala Agricultural University (KAU), 486 non-teaching posts in KAU were shifted to Kerala Veterinary and Animal Sciences University (KVASU), as per orders issued in GO(Rt.)No. 2350/2012/AD dated. 05.12.2012 (ANNEXURE-I). Later on, the KVASU submitted a proposal to sanction 110 non-teaching posts citing shortage of non-teaching staff.

2.2 The Hon'ble Minister for Agriculture convened a meeting on 12.04.2017 to discuss this proposal. In the meeting, it was decided to conduct detailed a study in the KAU to make an overall assessment of the activities of the university and to estimate the manpower required for the same. It should also be looked into whether the number of existing posts exceed the actual requirements. The Hon'ble Chief Minister entrusted the task with the Personnel and Administrative Department.

2.3 Terms of Reference of the Study

- Study and review the organizational structure.
- Assessment of present staff structure and suggest modifications, if required, for administrative efficiency and effectiveness.
- Study the duties and responsibilities of various cadres.
- Study and review the workload and distribution of work with reference to posts.

CHAPTER-3

METHODOLOGY

Kerala Agricultural University (KAU) is the primary and the principal instrumentality of the Kerala state in providing human resources, skills and technology, required for the sustainable development of its agriculture, through conducting, interfacing and integrating education, research and extension.

3.2 Though the workstudy conducted in the KAU primarily focussed on the quantification and analysis of the workload of the ministerial staff in the KAU, attempt has been made to have a holistic understanding of the functioning and activities of the University and their impact on the workload and performance of the employees, as academic and allied activities of the University are having direct bearing on the workload of the ministerial and other supporting staff.

3.3 At the beginning of the study, the team headed by the Deputy Secretary, Personnel & Administrative Reforms Department had a detailed discussion with the higher functionaries of the KAU, headed by the Vice Chancellor. The Vice Chancellor and the Registrar gave an overview of academic and administrative functioning of the University. The Vice Chancellor dealt at length on the achievements of the University and highlighted the pivotal role it plays by way of providing human resources, skills and technology for the sustainable development of state agriculture. The Heads of the various directorates and centres under the KAU explained the activities of the directorates/ centres. An overview of the different wings and sections were given by the Comptroller and heads of sections. The Registrar broached the low number of staff incompatible with the rise in the number of institutions, student intake in existing

institutions and the projects being undertaken. The Deputy Secretary, Personnel & Administrative Reforms Department, explained in detail the terms and reference of the upcoming study and methodology adopted, in keeping with the evolving times.

3.4 The base year selected by the team for collecting data on workload related matters is calendar year 2017 (i.e, 01.01.2017 to 31.12.2017). Various components of work study like organizational analysis, functional review and work measurement were put into application. The team visited outstation centres, colleges, directorates as well as the wings and sections stationed in the KAU Headquarters to collect data pertaining to the workload of the staff. The team examined the data obtained in the prescribed format and also employed work study tools such as duty list, activity list, organisation chart, flow chart, self-logging, brainstorming, case study, discussions, interviews, etc. The team also made use of synthetic data wherever possible, especially with regard to the establishment related works. Standard Timings for carrying out various items of work have been arrived at by computing the time taken through Case Studies and Analytical Estimation of the various types of activities performed by the employees. Personal and Fatigue allowance @ 15% has also been added to the total time for original items of work and routine items of work. The basic time for different activities performed by the employees have been projected on their annual frequency, Personal & Fatigue Allowance (P & F Allowance) added, annual workload arrived and thereby the manpower requirement has been assessed on the principle that a State Government employee has to work 1700 man hours/year. In order to assess the workload of the Ministerial staff, work measurement technique was used and the manpower requirement was arrived at by

dividing the total annual workload in man-hours by 1700 man hours. When the total requirement of posts was determined, the decimal more than 0.33 has been rounded to 1 and less than 0.33 has been ignored. Based on the assessed annual workload the staff for each institution has been computed and staff pattern has been arrived. Certain posts were considered as positional posts and different criteria have been adopted in the case of such posts.

CHAPTER-4

ORGANIZATIONAL ANALYSIS

The KAU is an autonomous public funded institution incorporated in the State of Kerala. The Governor of Kerala is the Chancellor and the Minister for Agriculture, the Pro-Chancellor of the University. The supreme authority of the University is the 49 member General Council. The chief executive body is the Executive Committee. The committee consists of twelve members with the Vice-Chancellor as Chairman. It shall have the powers including general superintendence and control over the institutions of the University. The members of the Executive Committee are elected from among members of General Council. The Academic Council, the Boards of Studies of the faculties and the four member Finance Committee are the other statutory authorities. The 34 member Academic Council is the body responsible for the maintenance of standards in educational programmes and examinations. Each faculty in the University has a Board of Studies to take care of its academic matters. It is reconstituted once in every three years.

4.2 The Vice-Chancellor is the principal executive and academic officer of the University. He is assisted by the Registrar, the Comptroller, Deans of the Faculties, the Directors of Research, Extension, Physical Plant, Students Welfare and the Librarian holding tenurial positions, and recognised as the Officers of the University. The Director of Academic and Post Graduate Studies assists the Vice-Chancellor in academic affairs. The Vice-Chancellor is also the ex-officio Chairman of the General Council, Executive Committee and the Academic Council.

4.3 The general administrative control of the University is vested with the Registrar. The Comptroller is responsible for budgeting, finance, statements of accounts and audit. Co-ordination, direction and administration of research activities in the University are vested with the Director of Research. The Director of Extension is responsible for the extension activities and public relations. The Deans and Associate Deans of the various colleges are responsible for the administration of the resident teaching programme and for development, evaluation and improvement of curricula and teaching procedures designed to develop professional competence, character and quality of leadership in the students. The Director of Students Welfare co-ordinates the welfare activities of students of different colleges under the University. The Director of Physical Plant is in charge of the construction and maintenance of buildings, roads, vehicles and machinery.

4.4 The detailed organization chart of the KAU is given at Annexure -II. The sanctioned strength of Non-teaching staff in the KAU, furnished vide Letter No. GA/JI/6808/2017 dated. 7.6.2018 is given at Annexure-II. **The study was conducted on the basis of the above mentioned staff strength and changes effected by the university, if any, during the period of the study had not been taken into consideration.**

CHAPTER-5**ORGANIZATIONAL SETUP, WORK MEASUREMENT & ANALYSIS****GENERAL ADMINISTRATION WING**

The Registrar of Kerala Agricultural University is the Head of the General Administration Wing. It has 12 Sections. A Fair Copy & Dispatch Section headed by a Pool Officer is functioning in the General Administration Wing. The Computer Assistants in sections are pooled in this unit.

Name of the Post	Sanctioned strength
Registrar	1
Joint Registrar	2
Assistant Registrar	3
Recruitment Officer	1
Labour Officer	1
Public Relations Officer	1
Pool Officer	1
Programmer	1
Chief Security Officer	1
Junior Programmer	5
Systems Manager	1
Section Officer	12
Office Superintendent	9
Technician	1
Vehicle Supervisor (HDV)	1
Assistants	33
Vehicle Supervisor (LDV)	1
Computer Assistant	13
Duplicating Machine	2

Operator	
Daffedar	1
Clerical Assistant/Lab Assistant Gr.II	5
Bus Attendant	6
Class IV	17

The Joint Registrar (Admn.I) & Joint Registrar (Admn.II) hold charge of 6 sections each. The three Assistant Registrars, Recruitment Officer and Legal Officer are posted under them. **All the posts in the General Administration, except those specifically mentioned in the following paragraphs, may be retained without any changes.** Necessary changes in the line of control are proposed, which are elucidated in the proposed organization chart for the General Administration section (**Annexure- IV**).

Two posts of Office Superintendents may be shifted to the Communication Centre, Mannuthy and the newly proposed University Information Centre (Help Desk).

The posts of Duplicating Machine Operator are redundant as the machines are now replaced with photocopiers. So these posts may be abolished and may be redesignated as Clerical Assistant. The services of the incumbents may be utilised for other duties.

5.2 General Administration A Section

The General Administration A Section has three sanctioned posts of Assistants. The files are forwarded to the Registrar through Section Officer (GA-A), Assistant Registrar (Admn.I) and Joint Registrar (Admn.II).

5.2(ii) A1 seat deals with the University level general establishment matters and Office level establishment matters of the Computer Assistants and Office Superintendents, Maintenance of service books of employment hands, payment of wages of daily wage typists, note to executive committee, Upkeep of establishment register, promotion register, recruitment register, option register and increment register.

5.2(iii) A2 seat deals with the University level general establishment matters and Office level establishment matters of the Assistants and Senior Grade Assistants, Works related to election duty of officers at KAU Headquarters, Upkeep of establishment register, promotion register, recruitment register, option register and increment register.

5.2(iv) A3 seat deals with the University level general establishment matters and Office level establishment matters of Section Officers, Assistant Registrars/Assistant Comptrollers, Labour Officer, Deputy Registrar/Deputy Comptrollers and Engineering Staff.

5.2 (v) Workload and Man Power Requirement Analysis

The seat wise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	A1	1119	167.85	225	1511.85
2	A2	1696	254.4	225	2175.4
3	A3	1126	168.9	225	1519.9
Total					5207.15

<i>Present strength</i>	3
<i>Manpower Index</i>	3.1

The present strength of Assistants in the General Administration A Section is three. As per workload analysis, the manpower index is 3.1. This shows that no additional post is required in this Section. In this circumstance, it is recommended to retain the three sanctioned posts of Assistants in the General Administration A Section.

5.2 (vi) Recommendations

It is recommended to retain the three sanctioned posts of Assistants in the General Administration A Section.

5.3 General Administration B Section

The General Administration B Section has three sanctioned posts of Assistants. The files are forwarded to the Registrar through the Section Officer (GA-B), Assistant Registrar (Admn.II) and Joint Registrar (Admn.I). 5.3(ii). B1 seat deals with the University level general establishment matters of the Farm Staff (Agri.), Farm Staff (Vet.), Technical Officers/Scientific Officers, Training/Technical Assistant, Maintenance of Establishment Register, Service Register, Recruitment Register, Option Register, Grievances of non-teaching staff, Discussion with service organisations of non-teaching staff, L.S.A.training programmes, issue daily wages certificate, constituting selection committee for temporary staff under various schemes/projects and Junior-Senior anomalies.

5.3(iii) B2 seat deals with the University level general establishment matters of the Class IV Employees, Bus Attendant, Duplicating Machine Operator, Helper, Ayah, Cook-cum-Caretaker, Field Supervisor, Daffedar and Part-time Contingent Employees, Preparation of seniority lists, Appointment of Permanent Labourers, Hostel Employees, etc. as Class IV,

Dealing of Service Books of permanent and provisional staff, Maintenance of establishment register, recruitment register and option register.

5.3(iv) B3 seat deals with the University level general establishment matters of the Pump Operators, Tractor Drivers, Press Staff, Drivers, Technician Gr.II, Technician Gr.I, Technical Supervisor, Senior Technical Supervisor and Trade Assistants, Internal selection to the post of HDV Drivers from LDV Drivers. The Section also deals with disposal of request for employment and daily wage hands, maintenance of service books of employment hands, issue of employment certificates, verification of salary certificates, payment of wages of daily wage hands engaged, constituting selection committee for temporary staff under various schemes and projects, Non-Liability Certificates, General Council/Legislative Assembly questions, Audit objections, preparing action taken reports, preparing clarifications, Special allowance to the vehicle supervisor, Onam special allowance, formulation of special rules, Junior-Senior anomalies and annual general transfer.

5.3(v) **Workload and Man Power Requirement Analysis**

The seatwise workload and requirement of assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	B1	1009	151.35	225	1385.35
2	B2	1484	222.6	225	1931.6
3	B3	1279	191.85	225	1695.85
Total					5012.8

<i>Present strength</i>	3
<i>Manpower Index</i>	2.9

The present strength of Assistants in the General Administration B Section is three. As per workload analysis, the manpower index is 2.9. This shows that no additional post is required in this Section. In this circumstance, it is recommended to retain the three sanctioned posts of Assistants in the General Administration B Section.

5.3 (VI) **Recommendations**

It is recommended to retain the three sanctioned posts of Assistants in the General Administration B Section.

5.4 **General Administration C Section**

The General Administration C Section has three sanctioned posts of Assistants. The files are forwarded to the Registrar through Section Officer (GA-C), Assistant Registrar (Admn.II) and Joint Registrar (Admn.II).

5.4(ii) C1 seat deals with the establishment matters of Vice-Chancellor, Registrar, Comptroller, Dean, Associate Dean, Directors, Director of Physical Plant and Associate Director of Research, Additional Charge of teachers, Bond accepted for study leave, Resignation of and VRS of teachers, Award achievement of teacher, NLC in respect of teachers/scientists, Permitted to retire from service on superannuation/charge arrangements.

5.4(iii) C2 seat deals with the establishment matters of UGC-Teachers/Scientists/Librarians, AGP, Past service of Teachers/Scientists, Pay fixation, Suits filed by Teachers/Scientists/Librarians, PhD advance increments of Teachers/Scientists, Account test for Teachers/Scientists.

5.4(iv) C3 seat deals with the appointment of Professors/Associate Professors/Assistant Professors, Acceptance of bonds/agreements, Seniority list of teachers, forecast of vacancies, Transfer and posting of Teachers/Scientists, Working arrangement of Teachers, Engagement of Teaching Assistants, Shifting of lien, Matters related to creation, abolition, re-designation and shifting of posts and RTC.

5.4(v) **Workload and Man Power Requirement Analysis**

The seatwise workload and requirement of assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	C1	852	127.8	225	1204.8
2	C2	1246	186.9	225	1657.9
3	C3	1075	161.25	225	1461.25
Total					4323.95
<i>Present strength</i>					3
<i>Manpower Index</i>					2.5

The present strength of Assistants in the General Administration C Section is three. As per workload analysis, the manpower index is 2.5. This shows that no additional post is required in this Section. In this circumstance, it is recommended to retain the three sanctioned posts of Assistants in the General Administration C Section.

5.4(vi) **Recommendations**

It is recommended to retain the three sanctioned posts of Assistants in the General Administration C Section.

5.5 General Administration D Section

The General Administration D Section has two sanctioned posts of Assistants. The files are forwarded to the Registrar through Section Officer (GA-D), Labour Officer and Joint Registrar (Admn.I).

5.5(i) D1 seat deals with replies to Audit Report, Advance disbursement and adjustment, Endorsement of Government Orders, Preparation of Working Report, Annual Administration Report and Annual Report on RTI, HBA MCA-release of pledged documents and connected formalities, Intimation of various training programmes, Consolidating replies to queries from various Committees of Legislative Assembly.

5.5(ii) D2 seat deals with all letters of general nature addressed to the Registrar other than that dealing with Establishment and legal matters, MoU with SHM, Government Department, Banks, CPWD and KCSTE, Telephone installation and payment, Matters related to Quarters and rent, Matters related to hostel facilities provided to students, Allotment of Central Auditorium/Oottupura/University ground, AS/TS to plan projects/continuation sanction, Matters related to IT returns, e-Governance and Right to Information Act.

5.5(iii) Workload and Man Power Requirement Analysis

The seatwise workload and requirement of Assistants in General Administration D Section is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	D1	756	113.4	225	1094.4
2	D2	748	112.2	225	1085.2
Total					2179.6

<i>Present strength</i>	2
<i>Manpower Index</i>	1.3

The present strength of Assistants in the General Administration D Section is two. As per workload analysis, the manpower index is 1.3. This shows that no additional post is required in this Section. In this circumstance, it is recommended to retain the two sanctioned posts of Assistants in the General Administration D Section.

5.5(iv) **Recommendations**

It is recommended to retain the three sanctioned posts of Assistants in the General Administration D Section.

5.6 **General Administration E Section**

The General Administration E Section has two sanctioned posts of Assistants. The files are forwarded to the Registrar through Section Officer (GA-E), Labour Officer and Joint Registrar (Admn.II).

5.6(ii) The General Administration E Section has two sanctioned posts of Assistants in E2 and E3 seats. The files in this Section deal with framing of statutes and amending of existing statutes. The processes are time consuming and hence files cannot be disposed of within a short span of time.

5.6(iii) E2 seat deals with matters relating to land of all stations of KAU, Acquisition of land, Land acquisition cases, Land tax and plantation tax, Allotment of land to outside agencies with approval of GC, Sanction for cutting, Auction for cutting and disposal of trees, Matters related to trifurcation of KAU and issues related to KVASU and KUFOS, Payment of land tax in Vellanikkara and Mannuthy Campus, Renewal of agreement for the building at IAC Calicut, Sales Counter, Decision to start a new

office/guest house/institute/infrastructure for projects, Allotment of land, Matters KAU workshop, Renewal of rent of SBT Vellanikkara and KAU Post Office, Revenue recovery and Issues related to KAU Estate.

5.6(iv) E3 seat deals with framing and amending of Kerala Agricultural University Statutes, Framing of Regulations, Conduct of Statute Committee, Framing of Delegation of Powers of Officers, Framing proposals for amendments to Kerala Agricultural University Act, Other matters related to Act and Statutes, Issues of orders related to Civil Works as per Government Orders.

5.6(v) The seatwise workload and requirement of Assistants General Administration E Section is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	E2	893	133.95	225	1251.95
2	E3	1237	185.55	225	1647.55
Total					2899.5
<i>Present strength</i>					2
<i>Manpower Index</i>					1.7

The present strength of Assistants in the General Administration E Section is two. As per workload analysis, the manpower index is 1.7. This shows that no additional post is required in this Section. In this circumstance, it is recommended to retain the two sanctioned posts of Assistants in the General Administration E Section.

5.6(vi) **Recommendations**

It is recommended to retain the two sanctioned posts of Assistants in the General Administration E Section.

5.7 General Administration F Section

The General Administration F Section has three sanctioned posts of Assistants. The files are forwarded to the Registrar through Section Officer (GA-F) and Labour Officer.

5.7(i) F1 seat deals with matters relating to engaging Security Agencies by inviting quotation, Processing the bills of Security Service Charges, Engaging security guards as per requirement and all matters related to security services, Sanction of gratuity to labourers, Die-in harness appointment from labourers, Monitoring and ensuring the constitution of Farm Advisory Committee in Farms/Stations, Maintaining Register for retirement of labourers, Processing audit notes and objections, Medical advance to labourers, Convening meeting of Labour Unions, Issuing Non Liability Certificate for sanctioning DCRG/Pension/WPF, Issuing NOC to labourers to undertake foreign employment and matters related to National Pension Scheme.

5.7(ii) F2 seat deals with the recruitment of casual labourers in all campuses, Rectifying anomalies and complaints related to recruitment, processing writ petitions on recruitment and other labour issues, Disciplinary Action, Permanency to casual labourers, Work norms and related matters, Implementing wage revision, Rectifying anomalies related to wage revision and matters related to Contract/Daily wage labour.

5.7(iii) F3 seat deals with applications for Special Disability Leave, Maternity Leave, Leave Without Allowances, Special Casual Leave, Miscarriage, Laparoscopy and Vasectomy, Special Leave for rabies infection/treatment to permanent and casual labourers for all stations, Audit notes and objections, Plantation labour service issues, Workers Welfare Fund Scheme, Granting permission to conduct state level/unit

level meetings of all trade unions, Request for local/restricted/special government holidays to labourers.

5.7 (iv) **Workload and Man Power Requirement Analysis**

The seatwise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	F1	1033	154.95	225	1412.95
2	F2	1197	179.55	225	1601.55
3	F3	981	147.15	225	1353.15
Total					4367.65
<i>Present strength</i>					3
<i>Manpower Index</i>					2.6

The present strength of Assistants in the General Administration F Section is three. As per workload analysis, the manpower index is 2.6. This shows that no additional post is required in this Section. In this circumstance, it is recommended to retain the three sanctioned posts of Assistants in the General Administration F Section.

5.7 (v) **Recommendations**

It is recommended to retain the three sanctioned posts of Assistants in the General Administration F Section.

5.8 **General Administration G Section**

The General Administration G Section has two sanctioned posts of Assistants in G1 and G2 seats. The files in this Section are forwarded to

the Registrar through the Assistant Registrar (Legal) and the Joint Registrar (Admn.I).

5.8(i) G1 seat deals with the convening of General Council Meeting, Preparation of answers, Printing, Preparation of agenda, Verbatim minutes, Action taken report, Conduct of elections to various statutory bodies of the General Council, Executive Committee and Academic Council, Constitution of General Council and Executive Committee, Constitution of Sub Committees of the General Council, All works related to Assurance Committee, Preparation of TA bill of members of General Council and Assurance Committee.

5.8(ii) G2 seat deals with the conduct of Executive Committee and Establishment Committee meetings, Forwarding quarterly report to General Council members, Constitution of Sub Committee of Executive Committee, Action taken on Executive Committee minutes, Preparation of TA bill of members of Executive Committee and Establishment Committee.

5.8 (iii) Workload and Man Power Requirement Analysis

The seatwise workload and requirement of Assistants General Administration G Section is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	G1	1145	171.75	225	1541.75
2	G2	1350	202.5	225	1777.5
Total					3319.25
<i>Present strength</i>					2
<i>Manpower Index</i>					1.95

The present strength of Assistants in the General Administration G Section is two. The manpower index is 1.95. This shows that no additional post is required in this Section. In this circumstance, it is recommended to retain the two sanctioned posts of Assistants in the General Administration G Section.

5.8 (iv) **Recommendations**

It is recommended to retain the two sanctioned posts of Assistants in the General Administration G Section.

5.9 **General Administration H&P Section**

General Administration H&P Section has four seats namely H1, H2, P1 and P2. The files in this Section are forwarded to the Registrar, through Section Officer (GA-H&P), Assistant Registrar (Admn.I) and Joint Registrar (Admn.I).

5.9(i) H1 seat deals with the purchase and repair of furniture, mobile phones, photocopiers, computer, printers, battery water refilling of UPS, franking machine and other office equipments in the Kerala Agricultural University headquarters, Sanctioning of purchase and repair of furniture, computer, printer, Antivirus System, Purchase of postage stamps, Allotment of tappal numbers to offices attached, Clarification regarding store purchase rules, Sanctioning of payments, Writing off of unserviceable articles, Auction and disposal of waste papers & unserviceable articles, Annual physical verification of stock & stores to Stations, Issue of certificate for obtaining PAN Card/GST Registration, Issue of Excise/Customs Duty Exemption, essentiality certificate and DSIR Certificate for the import of equipment, Filing of monthly GST return for collection and remittances and Excise/Customs Duty Exemption Certificate issued.

5.9(ii) H2 seat deals with the custody of stock and stores of sandal wood, brass materials and stationery, Purchase of stationery articles by inviting tender/quotations, Preparation of indent for printing various registers and forms at KAU Press, Mannuthy, Supply of stationery to various sections of the University, Issue of printed registers and forms to various stations of the University, Issue of identity cards to students, labourers, employees and GC/EC members, Distribution of calendar and diary to all the Stations, Issuance of uniform allowance and foot wear allowance to eligible employees, Miscellaneous works such as procuring official seals, issue of invoices to various externally aided projects for collecting cost of stationary items.

5.9(iii) P1 seat deals with administrative sanction for purchase of vehicles, Sanctioning of fuel advance to vehicle of Vice Chancellor, Payment of fuel charges of vehicles attached to the Kerala Agricultural University Headquarters, Work order for the repair and maintenance of LMV, Sanctioning the payment of repair charge, Administrative sanction for the repair of other vehicles, Allotment of light vehicles to officers, Allotment of University vehicles to Election & Pulse polio programme, Transfer of vehicles between various stations of the University, Payment of road tax and insurance, All matters relating to registration of vehicles, Communication to RTO regarding registration, re-registration and tax exemption of vehicles.

5.9(iv) P2 seat deals with the sanctioning auction and sale of unserviceable article of light and heavy vehicles, Sanctioning auction and disposal of light and heavy vehicles, Fixing of bus fares, stock and issue of bus passes and identity cards to employees and students, Issue of bus passes identity cards with FT bill to various stations.

5.9(v) Workload and Man Power Requirement Analysis

The seatwise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	H1	782	117.3	225	1124.3
2	H2	1031.5	154.73	225	1411.23
3	P1	1059	158.85	225	1442.85
4	P2	689	103.35	225	1017.35
Total					4995.73
<i>Present strength</i>					4
<i>Manpower Index</i>					2.9

The present strength of Assistants in the General Administration H&P Section is four. As per workload analysis, the manpower index is 2.9. This shows that one post of Assistant is surplus. This post may be shifted to Finance (Pension-C) section. The shifting of one post on the basis of workload analysis will reduce the number of seats into three. The seats may be renamed as H1, H2 & H3. The workload may be redistributed among the three seats evenly after internal discussions.

5.9 (vi) Recommendations

The post of Assistant, found excess, may be shifted to Finance (Pension-C) section.

5.10 General Administration J Section

The General Administration J Section has three sanctioned posts of Assistants. The files are forwarded to Registrar through the Section Officer (GA-J), Assistant Registrar (Admn.II) and Joint Registrar (Admn.I).

5.10(ii) J1 seat deals with Cadre strength fixation of all non-teaching staff, Creation/abolition of posts, Realignment of posts of various categories of non-teaching staff, Shifting of posts, Die-in-harness appointments, Work study, Matters related to daily wage appointment, Maintenance of Register of cadre strength, Data base of non-teaching staff, Revision of pay and allowances, Appointment of Chief Security Officer, Reply to GC/EC questions/resolutions. This Section also conducts Governing body meeting of D.A.Sc course and meeting of Service organisations.

5.10(iii) J2 seat deals with General Establishment matters of Clerical Assistant/Lab Assistant Gr.II, Lab Assistant Gr.III, Hostel Manager, Matron, Systems Manager, Programmer, Junior Programmer, Data Entry Operator, Photographer, Artist/Chief Artist, Fisherman, School teachers, Office level establishment matters of Clerical Assistant/Lab Assistant Gr.III, Systems Manager, Programmer, Junior Programmer and Data Entry Operator, Maintenance of establishment register, Co-ordination and preparation of consolidated replies to Legislative Assembly/Parliament Interpellations, All matters related to KAU High School, Honorarium to employees.

5.10(iv) J3 seat deals with all matters related to Interest Free Medical Advance to teachers and employees, Processing & sanctioning of medical reimbursement claims, Appointment of NSA/LPSA/UPSA/HSA in school through employment exchange, Constitution of Selection Committee for Research Assistant/Senior Research Fellow/Junior Research Fellow/Project Fellows in different projects, Maintenance of Library of Administrative Reference books, Establishment matters of Library staff.

5.10(v) Workload and Man Power Requirement Analysis

The seatwise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	J1	1200	180	225	1605
2	J2	880	132	225	1237
3	J3	788	118.2	225	1131.2
Total					3973.2
<i>Present strength</i>					3
<i>Manpower Index</i>					2.33

There are three sanctioned posts of Assistants in the General Administration J Section. The manpower index is 2.33. This shows that three posts of Assistants are sufficient to deal with the workload in the Section. In this circumstances, the three posts of Assistants may be retained in the section and work may be redistributed after internal deliberations.

5.10 (vi) Recommendations

It is recommended to retain the three posts of Assistants in the section and work may be redistributed after internal deliberations. The fixation of staff in the J section has been done keeping in mind the prospective increase in the strength of various cadres in the KAU.

5.11 General Administration K Section

The General Administration K Section has two assistants. The files are forwarded to the Registrar through the Recruitment Officer and Joint Registrar (Admn.I).

5.11(i) The General Administration K1 Section deals with the selection to the post of Assistant Professor, Associate Professor and Professor by direct recruitment (other than the Deans, Directors, Associate Directors and Associate Deans).

5.11(ii) The General Administration K2 Section deals with all works related to Career Advancement Promotion and redressal committee constituted regarding Career Advancement Promotion.

5.11(iii) **Workload and Man Power Requirement Analysis**

The seatwise workload and requirement of Assistants is given below:

Sl.No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	K1	1563	234.45	225	2022.45
2	K2	876	131.4	225	1232.4
Total					3254.85
<i>Present strength</i>					2
<i>Manpower Index</i>					1.9

The present strength of Assistants in the General Administration K Section is two. As per workload analysis, the manpower index is 1.9. This shows that no additional post is required in this Section. In this circumstance, it is recommended to retain the two sanctioned posts of Assistants in the General Administration K Section. Disparity in the workload between the Assistants shall be mitigated after internal deliberations and subsequent redistribution of work.

5.11(iv) **Recommendation**

It is recommended to retain the two sanctioned posts of Assistants in the General Administration K Section.

5.12 General Administration M Section

The General Administration M Section has two Assistants. The files are forwarded to the Registrar through the Recruitment Officer and Joint Registrar (Admn.II).

5.12(i) M1 seat deals with selection to all categories of non-teaching staff by direct recruitment, Maintenance of rotation registers of non-teaching staff, NOC for passport and application for higher studies/employment, Getting approval from government in respect in respect of seminars/training of teachers in India and abroad.

5.12(ii) M2 seat deals with internal selection of all categories of teaching and non-teaching staff, Special recruitment of SC/ST to fill up the backlog representation in teaching and non-teaching categories, Statistical information pertaining to SC/ST, Collection of transmission to UGC/ICAR/State Government, Internal selection to the post of Associate Directors and Associate Deans, Maintenance of registers of special recruitment, Direct recruitment to the post of Deans and Director and Miscellaneous papers related to recruitment

5.12(iii) Workload and Man Power Requirement Analysis

The seatwise workload and requirement of Assistants is given below: _

Sl.No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	M1	1168	175.2	225	1568.2
2	M2	779	116.85	225	1120.85
Total					2689.05
<i>Present strength</i>					2
<i>Manpower Index</i>					1.6

The present strength of Assistants in the General Administration M Section is two. As per workload analysis, the manpower index is 1.6. This shows that no additional post is required in this Section. In this circumstance, it is recommended to retain the two sanctioned posts of Assistants in the General Administration M Section.

5.12(iv) **Recommendations**

It is recommended to retain the two sanctioned posts of Assistants in the General Administration M Section.

5.13 **GA Legal Section**

GA Legal Section consists of three seats namely L1, L2 and L3. Files are forwarded to the Registrar through Section Officer, Assistant Registrar (Legal) and Joint Registrar (Admn II).

5.13(i) GA L1 seat deals with cases before High Court and other lower courts, cases before Consumer Courts, Kerala Lok Ayukta and Human Rights Commission, Legal Monitoring Committee, Appointment of Standing Counsel, Additional Standing Counsel, Declaration of Dies-non, Collection of absentee list, Examination Statement of Facts, Preparation of draft Counter Affidavit, Note to the Executive Committee on matters related to court cases, Seeking legal opinion, Offering remarks on matters involving interpretations of law.

5.13(ii) GA L2 seat deals with complaints filed by non teaching staff of the university before MACT, Workmen's Compensation Court, Consumer Court and Look Ayukta, vetting of agreements and MoUs, examination and correction of Statement of Facts, Seeking legal opinion, Offering remarks on matters involving interpretations of law.

5.13(iv) GA L3 seat deals with disciplinary action against employees including teaching, non-teaching and labourers and NLC/LC certificates of employees.

5.13 (v) **Workload and Man Power Requirement Analysis**

The seatwise workload and requirement of Assistants is given below:

Sl.No.	Seat	File Work	P&F Allowance (@15% of the File work in hours)	Non-File Work	Total (in hrs.)
1.	L1	1663.5	245.03	225	2133.53
2.	L2	1098.5	164.78	225	1488.28
3.	L3	1214	182.10	225	1621.10
Total					5242.91
Present strength					3
Manpower Index					3.1

In the light of above analysis, it is recommended to retain the three sanctioned posts of Assistants in GA Legal Section. The workload of L1 seat is 2133.53 hours and L2 is seat is 1488.28. Hence it is recommended for a suitable redistribution of subjects to lessen the workload in the L1 seat.

5.13(vi) **Recommendations**

- 1) It is recommended to retain the three sanctioned posts of Assistants.
- 2) It is recommended for a suitable redistribution of work among the Assistants in the Section to lessen the workload in the L1 seat.

CHAPTER-6

ORGANIZATIONAL SETUP, WORK MEASUREMENT & ANALYSIS OF FINANCE WING

The Comptroller is the Head of the Finance Wing of Kerala Agricultural University. It consists of 17 Sections. As per Section 31 of the Kerala Agricultural University Act, the management of funds and investment of the University, preparation of budget and statement of accounts, audit, etc. are vested with the Comptroller.

Name of the Post	Sanctioned Strength
Comptroller	1
Deputy Comptroller	3
Assistant Comptroller	3
Section Officer	17*
Assistant	44*
Office Superintendent	1
Computer Assistant	4
Clerical Assistant	2
Class IV	7*
Driver (LDV)	1

*Except IAC-(CR)

6.1 Accounts Section

The Accounts Section has two sanctioned posts of Assistants. The files are forwarded to the Comptroller through the Section Officer, Assistant Comptroller (B&M) and Deputy Comptroller (B&P).

6.1(i) Accounts A1 seat deals with the preparation of annual accounts/receipts, payments and consolidation of accounts of the University, preparation of replies to Audit objections concerned with Accounts Section, general correspondence, scrutinising monthly annual

accounts, compile and furnish the information required by various audit agencies, maintenance of audit registers, furnish replies to governing bodies, U Fast reopening permissions of stations, keeping tracks of emails from stations, etc.

6.1(ii) Accounts A2 seat deals with monthly monitoring of accounts of all stations, preparation of DCB, convening of review meeting of DCB, U Fast Review Meeting, RTI, assisting the Accounts A1, internal revenue \pm review and monitoring, issuing general instructions regarding maintenance of bank accounts under KAU.

6.1(iii) **Workload and Man Power Requirement Analysis**

The seatwise workload and requirement of Assistants is given below:

Sl. No	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	A1	1102	165.3	225	1492.3
2	A2	1035	155.25	225	1415.25
Total					2907.55
Total strength					2
Manpower index					1.71

The present strength of Assistants in Finance Accounts section is 2. As per the Workload assessment, the manpower index is 1.71. Hence, the two sanctioned posts of Assistants may be retained in the section. The other posts may be retained without any changes.

6.1(iv) **Recommendations**

The two sanctioned posts of Assistants may be retained in the section. The other posts may be retained without any changes.

6.2 Budget Section

The Budget Section has three sanctioned posts of Assistants and one Section Officer. The files are routed to the Comptroller through Section Officer, Assistant Comptroller (B&M) and Deputy Comptroller (B&P).

6.2(ii) A1 seat deals with Budgetary control, preparation of annual budgetary estimates and revised estimates for non-plan, revolving funds and receipts, conducting Budget discussion, preparation and presentation of budget before the FC, EC and GC, revision of budget allocations, reappropriation and reallocation of Budget of Plan projects, processing of file pertaining to ways and means, NSS, replying to RTI, processing EC/GC questions, processing LA questions, replying to Audit observations, maintenance of Registers of Budget allocation, RTI, stock Register for Budget books, Annual Plan sanctioning Register.

6.2(iii) A2 seat deals with Budget allocation and modification of Revolving Funds, sanctioning and modifying PA, sanction, transfer and withdrawal of DDO powers, medical advance, LTC, issuance of financial concurrence in remarks files, preparation of demand for funds for UGC/ICAR pay revision, replying to RTI applications/appeals, processing EC/GC questions, processing IA questions, replying to Audit observations, all miscellaneous matters, maintenance of registers for Medical Advance.

6.2(iv) A3 seat deals with the preparation of Budget proposals for fixation of Non-plan Grant in Aid from GOK, claiming Statutory Plan and non-plan Grants- in- Aid from GOK, general financial position of the University, preparation of proposals for grant fixation, finance Committee and Subject Committee, arranging the Meeting of Finance Committee and maintenance of Minutes Book, preparation and presentation of QPR to GC,

papers connected with LA interpellations, furnishing to replies to Audit observations, objections and RTI applications.

6.2(v) **Workload and Man Power Requirement Analysis**

The seatwise workload and requirement of Assistants is given below:

Sl No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	BGA1	1567.17	235.8	225	2027.25
2	BGA2	1284.5	192.68	225	1927.18
3	BGA3	882	132.3	225	1239.3
Total					5193.73
Total strength					3
Manpower index					3.05

The present strength of Assistants in Finance Budget section is 3. As per the Workload assessment, the manpower index is 3.05. Hence it is proposed to retain all three posts of Assistants in the Budget Section and works may be redistributed among them equally. The other existing posts may be retained without any changes.

6.2(vi) **Recommendations**

It is proposed to retain all three posts of Assistants in the Budget Section and works may be redistributed among them equally. The other existing posts may be retained without any changes.

6.3 **Funds and Disbursement Section**

The Funds and Disbursement section has three sanctioned posts of Assistants. The files are routed through the Comptroller through Section Officer, Assistant Comptroller (B&M) and Deputy Comptroller (B&P).

6.3(ii) F&D I seat deals with processing request for release of funds, consolidation of demand for funds, releasing funds to sub controlling offices, keeping of accounts related to fund receipt and release, uploading of funds transfer, filing vouchers, orders, electronic fund transfer, online monitoring of bank accounts, custodian of cheque books, treasury bill books, passbook related with fund disbursement and fund transfer, verification of posting of payments in UFAST, files related to releasing of funds, legal issues related to UGC Arrears, preparation of annual statement, monitoring of demands for funds through UFAST, monitoring of transfer of funds, verification of emails, etc.

6.3(iii) F&D II seat deals with maintenance of External and Internal receipt registers, day to day crediting of internal/external fund receipts in bank accounts, maintenance of accounts of DIFM, NAIP, NSS, FCRA, maintenance of bank account, annual account and expenditure statements, maintenance of fixed deposits at banks and treasury PD accounts, custody of F.D, cheque books and concerned registers, furnishing reply to AG, Kerala State Audit Department, Finance Inspection Wing, issuance of sanction for opening and closing bank accounts, maintenance of registers for fund transactions, all works related to Treasury transactions.

6.3(iv) F&D III seat deals with the maintenance of Treasury passbooks, internal RTS Counterfoils, external RTS counter foils, finance inspection reports, furnishing replies to Assurance Committee/General Council,/LA/RTI, verification and posting of receipts in UFAST, custodian of Bank scrolls/updating UFAST and monthly reconciliation of Bank Accounts, maintenance of Fund release Register, authorization to operate Bank accounts on transfer of charges of officers in KAU headquarters,

furnishing replies to Audit objection connected with accounts, works related to MOU, corporate internet banking, upkeep of seniority list for disbursement of TSEL, consolidation of preparation of Pay/wage arrears, etc.

6.3(v) Workload and Man Power Requirement Analysis

The seatwise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	F&D I	1680	252	225	2157
2	F&D II	1256	188.4	225	1669.4
3	F&D III	1033	154.95	225	1412.95
Total					5239.35
Total strength					3
Manpower index					3.08

The present strength of Assistants in Finance Funds and Disbursement section is 3. As per the Workload assessment, the manpower index is 3.08. Hence, it is proposed to retain the three sanctioned posts of Assistants in the section and works may be redistributed equally. The other existing posts may be retained without any changes.

6.3(vi) Recommendations

It is proposed to retain the three sanctioned posts of Assistants in the section and works may be redistributed equally. The other existing posts may be retained without any changes.

6.4 Externally Aided Projects Section (EP)

The EP section consists of two sections with three Assistants and one Section Officer each. The files are routed to the Comptroller through Section Officer, Assistant Comptroller (B&M) and Deputy Comptroller (B&P).

6.4.1 EPA Section

EP A1 seat deals with works related to all ICAR KVKS/ICAR Development Grant / ICAR Biosystematics, receipt of Grant in Aid, acknowledgement, maintenance of Grant Register, furnishing quarterly, half yearly and annual reports to funding agencies, Audit of accounts, Audit queries, revision, raising of demands for funds, submission of AUC, revision and final settlement and submission of NLC/LC.

6.4.1(i) EP A2 seat deals with works related to all AICRP and all DCCD projects/programmes, NHM on Spices and Aromatic Plants, PFMS, receipt of Grant in Aid, acknowledgement, maintenance of Grant Register, furnishing quarterly, half yearly and annual reports to funding agencies, audit of accounts, audit queries, revision, raising of demands for funds, submission of AUC, revision and final settlement, submission of NLC/LC.

6.4.1(ii) EP A3 seat deals with works related to all SHM Projects, all KSCSTE projects, ICAR 100 Crore projects, PFMS co-ordinating in EPA section, receipt of Grant in Aid, acknowledgement, maintenance of grant register, furnishing quarterly, half yearly and annual reports to funding agencies, audit of accounts, audit queries, revision, raising of demands for funds, submission of AUC, revision and final settlement, submission of NLC/LC.

6.4.1 (iii) **Workload and Man Power Requirement Analysis**

The seatwise workload and requirement of Assistants in EPA section is given below:

Sl. No	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	EP/A1	1800.55	270.08	225	2295.63
2	EP/A2	1438.76	215.81	225	1879.57
3	EP/A3	830.56	124.58	225	1180.14
Total					5355.34
Total strength					3
Manpower index					3.15

The present strength of Assistants in EPA section is 3. As per the Workload assessment, the manpower index is 3.15. Hence, it is proposed to retain the three sanctioned posts of Assistants in the section and works may be redistributed equally. The other existing posts may be retained without any changes.

6.4.1 (IV) **Recommendations**

It is proposed to retain the three sanctioned posts of Assistants in the section. The other existing posts may be retained without any changes.

6.5 **EPB Section**

EPB1 seat deals with works related to all Annual Plan projects and the projects sanctioned by Directorate of Agriculture, Receipt of Grant in Aid, acknowledgement, authorisation of funds, appropriation, revalidation of unspent balance, maintenance of Grant Register, quarterly, half yearly and annual reports to funding agencies, maintenance of Registers of Annual Plan 2017-18 onwards, audit of accounts, audit queries, revision,

raising of demands for funds, submission of AUC , revision and final settlement , issuance of NLC, refund of unspent balance to the funding agencies , INSPIRE Fellowship to PhD Scholars.

6.5(ii) EPB2 seat deals with works related all RKVY projects/13th and 14th Finance Commission projects /All DST projects/All DBT projects, receipt of Grant in Aid, acknowledgement, authorisation of funds, re-appropriation, revalidation of unspent balance, maintenance of Grant Register, furnishing reports to funding agencies, audit of accounts , audit queries , revision, raising of demands for funds, submission of AUC, revision and final settlement , refund of unspent balance to the funding agencies as per AUC, issuance of NLC,

6.5(iii) EPB3 seat deals with works related to all other projects/programmes, training programmes, NABARD projects, Kerala Forest Department projects, National Service Schemes, SC Department funded projects, all trials funded by private agencies, maintenance of Grant Register, furnishing reports funding agencies, audit of accounts, audit of queries, revision, raising of demands for funds, submission of AUC, revision and final settlement, issuance of NLC, refund of unspent balance to the funding agencies.

6.5(iv) **Workload and Man Power Requirement Analysis**

The seatwise workload and requirement of Assistants is given below:

Sl. No	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	EP/B1	801	120.15	225	1146.15
2	EP/B2	594.5	89.17	225	908.67
3	EP/B3	897.5	134.62	225	1257.12

<i>Total</i>	3311.94
<i>Total strength</i>	3
<i>Manpower index</i>	1.94

It may be noted that the requirement of Assistants in the EPB section based on the Manpower index is 2 whereas the present strength is 3. Hence, one post of Assistant, found excess may be shifted to Finance (Pension-D) Section. The works may be re-distributed evenly after internal deliberations. The other existing posts may be retained without any changes.

6.5 (v) **Recommendations**

It is proposed to shift one post of Assistant found excess to Finance (Pension-D) Section. The works may be re-distributed evenly after internal deliberations. The other existing posts may be retained without any changes.

6.6 **Cash Section**

The Cash Section has three Assistants and a Clerical Assistant. The files are forwarded to the Comptroller through the Section Officer and the Assistant Comptroller (DD&A).

6.6(ii) CC/A1 seat deals with timely crediting of all cheques/DDs received by the Comptroller in SB/Current account, Collection of all cash receipts such as rent, bus pass, fees abatement, audit recovery, money order returned, receipt from International Hostel, Remittance of daily receipts in concerned accounts through proper chalan, All types of payments of Headquarters, Directorate of Students Welfare, Directorate of Research and Directorate of Extension, Recoupment of various vouchers of fuel and permanent advance, Remittance of all

external suspense payments in cash like SLI, GIS, GPAIS and society recoveries, Remittance of Professional Tax, Land Tax and Building Tax, Maintenance of Cash Book, Register of daily receipts, Encashment register, Acquittance register for salary, TA, money order refund register, Stock register of Receipt book of Cash Section, Permanent Advance Register, Fuel Register, Custodian of Receipt Books, Preparation of Accounts for SB Account 57006546701 of internal receipts and distribution of receipt books to various stations and keeping its stock and record.

6.6(iii) CC/A2 seat deals with issuing of cheques to all payments in Headquarters, Preparation of bills for all the suspense payments, Making payments to all gazetted and non-gazetted employees through their bank accounts, disbursement of DCRG, TSEL, etc. of retired employees and payment through bank accounts, Demanding funds for all expenditure in Headquarters, Forwarding cheques and DD's, Procuring DD's from bank for refund of unspent balance of terminated schemes, Obtaining proper receipts for all payments, Maintaining bill register, Miscellaneous bill register, Despatch register of cheques and DD's and stock register of cheque books, Maintaining/keeping bank scrolls, Maintaining/keeping details of all disbursement, Preparation of accounts of headquarters in UFAST except that of SB account number 57006546701, Financial transactions related to International Hostel and e-payment of Service tax/GST.

6.6(iv) CC/A3 seat deals with safe custody of fixed deposits at Treasury, Bank and all correspondence related to the same, Timely renewal and realization of fixed deposit interest and remittance to Comptroller's account, Entering all the expenditure bill of KAU

Headquarters in UFAST, Files relating to Station Audit, Schemes, NSS, FDS,etc, Maintaining fixed deposit register, DD /Cheque receipt register, Receipt book issue register, Bill register/cheque issue register and Custodian of all bills.

6.6(v) The Clerical Assistant working in the Section assists in keeping and properly arranging bills in order after each use, attaching receipts to connected bills, Producing bill properly for Audit, giving details from bill for all official purposes like GPF, FBS, WFS closure, Income tax billing purposes, Procuring receipt books from KAU Press, Monthly preparation of salary deduction statements, accounting schedules for transferring the same to GPF, Loan section and DPP for regular entries, etc.

6.6(vi) **Workload and Man Power Requirement Analysis**

The seatwise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance(@15% of the File work in hours)	Non-File Work	Total (in hrs.)
1.	CCA1	1610	241.5	125	1976.5
2.	CCA2	1516	227.4	125	1868.4
3.	CCA3	1176	176.4	125	1477.4
Total					5322.3
<i>Present strength</i>					3
<i>Manpower Index</i>					3.1

The present strength of Assistants in the Cash Section is three and there is also a Clerical Assistant working in the Section. As per workload

analysis, the manpower index is 3.1. This shows that no additional post of Assistants is required. Also, the post of Clerical Assistant may be retained.

6.6(vii) **Recommendations**

All the posts in the section may be retained.

6.7 **Bill Section**

The Bill Section has three Assistants and a Computer Assistant. The files are forwarded to the Comptroller through the Section Officer and the Assistant Comptroller (DD&A).

6.7(i) A1 seat deals with the preparation of bills for the establishment staff below the cadre of Section Officer, Issuance of Salary Certificate to establishment staff, Preparation of salary bill of employees on daily wages and employees on contract basis, Preparation of salary and arrear bills of employees engaged through employment exchange, Income tax computation of non-self-drawing employees, Maintenance of EPB register, Maintenance of register for salary certificate to non-self-drawing employees, Reply to Audit notes and issuance of LC/NLC.

6.7(ii) A2 seat deals with the preparation of salary bill of officers of and above the cadre of Section Officer, Preparation of TA bills of non-self-drawing employees & register entry, Verification of TA bills of Self drawing employees & register entry, Issuance of Salary Certificate to Gazetted officers, Income Tax verification/Computation of Gazetted Officers, Quarterly & annual filing of Income Tax returns and related works, Maintenance of Audit Register, TA disbursement Register, Register for salary certificate, Reply to Audit Notes and issuance of LC/NLC.

6.7(iii) A3 seat deals with preparation of contingent bills, Preparation of advance bills & preparation of bill for adjustment of advance,

Maintaining advance registers & contingent bill registers, Watching the balance in budget heads, Reply to Audit Notes and issuance of LC/NLC.

6.7(iv) **Workload and Man Power Requirement Analysis**

The seatwise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	Bill A1	1629	244.35	225	2098.35
2	Bill A2	1477	221.55	225	1923.55
3	Bill A3	1125	168.75	225	1518.75
Total					5540.65
Present strength					3
Manpower Index					3.2

The present strength of Assistants in the Bill Section is three. As per workload analysis, the manpower index is 3.2. This shows that no additional post is required in this Section. In this circumstance, it is recommended to retain the three sanctioned posts of Assistants in the Bill Section. There is one post of Computer Assistant in the Bill Section. The Computer Assistant deals with data entry operations related to the salary, income tax, professional tax, pay revision arrear and ID card. Hence the post of Computer Assistant may also be retained in the Section.

6.7(v) **Recommendations**

It is recommended to retain the three sanctioned posts of Assistants and the post of Computer Assistant in Bill Section.

6.8 Statutory Audit- SA I & SA II

Statutory Audit of the Kerala Agricultural University is being dealt in SAI and SAII Sections. The files are routed to the Comptroller through Section Officer, Deputy Comptroller (IAC (CR) and Assistant Comptroller (DD&A).

6.8.1 SA I Section

SA I Section consists of a Section Officer and two Assistants. The SA IA seat deals with Accounting General's Audit, placing Audit Reports issued by Kerala State Audit Department before Executive Council/General Council/ Government/Chancellor, preparation of TA bill for Committee members, payment of Audit fees, attending inspection reports of AG/CAG, files connected with Public Accounts Committee meetings, consolidated Audit Report submitted by the Kerala State Audit Department and issuance of NLC to all employees and permanent labourers.

6.8.1(ii) SA IB seat deals with attending Audit Notes/Report issued by Deputy Director/Joint Director, Kerala State Audit Department in respect of the Directorate of Physical Plant, Engineering Sub Division Vellanikkara, Electrical Sub Division, Vellanikkara, Mechanical Sub Division, Vellanikkara, Engineering Sub Division, Mannuthy, Engineering Sub Division Tavanur, Engineering Sub Division, Kumarakom, College of Co-operation, Banking and Management, Vellanikkara, Communication Centre, Mannuthy, Kerala Agricultural University Press, All Krishi Vigyan Kendras and issuance of LC/NLC of all permanent labourers, employees, scientists and officers who had been retired from these Stations. The files

of the Section are routed to Comptroller through Section Officer and Assistant Comptroller.

6.8.1 (Iii) Workload and Man Power Requirement Analysis

The seatwise workload and requirement of assistants is given below:

Sl. No	Seat	File Work	P&F Allowance (@15% of the File work in hours)	Non-File Work	Total (in hrs.)
1.	SA 1A	993	148.95	225	1366.95
2.	SA 1B	1075	161.25	225	1461.25
Total					2828.20
Present strength					2
Manpower Index					1.7

The manpower Index is 1.7. This shows that two Assistants are sufficient to deal with the workload in SA I Section and no additional post is needed. In this circumstance, it is recommended to retain two Assistants in the SA I Section.

6.8.2 SA II Section

The SA II Section has three Assistants in the SA IIA, SA IIB and SA IIC seats. SA IIA seat deals with the Audit notes/Reports issued by Deputy Director/Joint Director Kerala State Audit Department in respect of Kerala Agricultural University Headquarters, University School, Internal Audit Circle(NR) & (SR), Rice research Station Villa, Cardamom Research Station, Pampadumpara, Regional Agricultural Research Station Pattambi, ATIC, Mannuthy, Pineapple Research Station, Vazhakkulam, Centre for Information Technology and Instrumentation, Vellanikkara, College of Agriculture, Vellayani, NARP(SR), Vellayani, Central Nursery,

Vellanikkara, Academy of Climate Change Education and Research, Vellanikkara and Kerala Agricultural University Library. This Section also deals with issuance of NLC/LC of all employees including teaching staff who retires from these Stations and monitoring of internal audit conducted by the Internal Audit Circles of the University.

6.8.2(ii) SA IIB seat deals with the Audit notes/Reports issued by Deputy Director/Joint Director, Kerala State Audit Department in respect of Kelappaji College of Agricultural Engineering & Technology, Tavanur, Agricultural Research Station, Mannuthy, Rice Research Station, Moncompu, Onattukara Regional Agricultural Research Station, Kayamkulam, Regional Agricultural Research Station, Pilicode, Aromatic and Medicinal Plants Research Station, Odakkali, Pepper Research Station, Panniyur, College of Agriculture, Padanakkad, Farming Systems Research Station, Sadanandapuram, Regional Agricultural Research Station, Ambalavayal, Cropping Systems Research Centre Karamana, Cashew Research Station, Anakkayam, Instructional Farm, Vellayani, College of Forestry Vellanikkara, Banana Research Station, Kannara and Instructional Farm Vellayani. The Section also deals with the issuance of NLC/LC of all employees including teaching staff who retires from these Stations.

6.8.2(iii) SA IIC seat deals with the Audit notes/Reports issued by Deputy Director/Joint Director Kerala State Audit Department in respect of College of Horticulture, Vellanikkara, Agriculture Department of Engineering, Cadbury-Coco Research Station, Vellanikkara, Centre for Plant biotechnology & Molecular Biology, Vellanikkara, Department of Pomology & Floriculture, Vellanikkara, Plantation Crops & Spices Vellanikkara, Agriculture Microbiology, Meteorology, Vellanikkara, Seed Technology Unit, Coho, Kuttanad Package, Mancompu, Department of

Plant Breeding & Genetics, Vellanikkara, Estate Office, Coconut Research Station Balaramapuram, Regional Agricultural Research Station Kumarakom, Agricultural Research Station, Chalakkudy, Central Training Institute, Mannuthy, Instructional Farm Vellanikkara and Cashew Research Centre Madakkathara. The Section also deals with the issuance of NLC/LC of all employees including teaching staff who retires from these Stations and erstwhile veterinary units.

6.8.2(iv) **Workload and Man Power Requirement Analysis**

The seatwise workload and requirement of Assistants is given below:

Sl.No.	Seat	File Work	P&F Allowance (@15% of the File work in hours)	Non-File Work	Total (in hrs.)
1.	SA IIA	1273	190.95	225	1688.95
2.	SA IIB	816	122.40	225	1163.40
3.	SA IIC	1032	154.80	225	1411.80
Total					4264.15
<i>Present strength</i>					3
<i>Manpower Index</i>					2.5

The present strength of Assistants in SA II Section is three and the manpower index is 2.5. In this circumstance, all the three sanctioned posts of Assistants may be retained.

6.8.2(v) **Recommendations**

It is recommended to retain two sanctioned posts of Assistants in SA I and three sanctioned posts of Assistants in SA II.

6.9 Provident Fund Section

The Provident Fund Section is divided into 2 sections comprising A and B. The A section has two Assistants and one Section Officer while the B section has 4 Assistants and one Section Officer. The files are routed to the Comptroller through Section Officer, Deputy Comptroller (P&L).

6.9.1 Provident Fund A section

PF A1 seat deals with sanctioning of TA, NRA, preparation of GPF closure bills to subscribers working in Head Quarters, preparation of bills towards the recovery of excess amount from PF, preparation of credit card, tallying of GPF Credit Card, preparation of financial position of GPF, audit files, correction of Credit Cards, charges of computers in PF A section, files related to bifurcation of KAU and preparation of Notes for GC and EC, etc.

6.9.1 (Ii) PF A2 seat deals with closure of PF accounts of the subscribers on retirement/ termination, verification of all previous credit cards, preparation of letter to IAC for collection of UGC arrears, transfer credit of GPF amounts, conversion of TA into NRA, assisting PF A1 section in the preparation of credit cards, preparation of Notes for GC & EC.

6.9.1 (iii) Workload and Man Power Requirement Analysis

The seatwise workload and requirement of Assistants in the Provident Fund Section is given below:

Sl. No.	Seat	File Work	P&F Allowance	Non-File Work	Total
1	PF A1	739	110.85	225	1074.85
2	PF A2	882.5	132.37	225	1239.87
Total					2314.72
Present Strength					2

	<i>Manpower Index</i>	<i>1.3</i>
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6.9.1(IV) **Recommendations**

It is recommended to retain two sanctioned posts of Assistants in PF A Section.

6.10 **Provident Fund B section**

The Provident Fund B section has four Assistants and one Section Officer. The PF B1 seat deals with processing the duly filled application for the allotment of PRAN, facilitates registration of subscribers by consolidating the application for allotment of PRAN, distribution, raise grievance on behalf of DDO and the subscriber, resolve the grievance, provide information to PAO, preparation of proceedings for the remittance of monthly contribution, Upload SCF to NPSCAN system, deposit the contribution amount by cheque, works related to NPS Cell of University Activities as Nodal Office include registration, monitoring performance, resolution of grievances and ensuring compliance of CRA System and preparation of Notes for GC&EC .

6.10(ii) The PFB2 seat deals with disbursing of PF loans after entering the required details in the registers, verification of bills (NRA, TA & Closure), enter withdrawals (NRA, TA & Closure) into UFAST programme, enter withdrawals (NRA, TA & Closure) into withdrawal register, maintenance of DD registers and files for employees on deputation, custodian of GPF Bills, cheque issue register, issue of cheques of closure bills of transferred employees , transfer of closure amount from WPF to concerned accounts and files relating to demand of GPF Funds.

6.10(iii) The PFB3 seat acts as Custodian of FBS, WFS, GPF Fixed deposit receipts, TSB and TPA pass books and cheque books, TSB cash book, TPA Cashbook, fixed deposit details register, and fixed deposit

interest registers of FBS and WFS, timely renewal of F.D, collection and verification of F.D monthly interests, demanding the interest that are not credited to TSB account, transfer credit the amounts from TSB to SBI SB accounts of FBS, WFS and Cash section , start new fixed deposits from the excess funds available in TSB or SBI SB accounts, timely collection of interest of TPA account , withdrawal from TPA account, preparation of closure bills of FBS and WFS and issue cheques, custodian of cheque books, bill registers, relating to FBS and WFS, preparation of GPF, FBS and WFS annual accounts and all works related to GPAIS.

6.10(iv) The PF B4 seat deals with admission to GPF, FBS&WFS , verification of application & nominations, maintaining Admission Registers, preparation and despatch of intimation card, closure of FBS&WFS of all university staff, transfer of closure amount from WFBS & WWFS to concerned accounts and accepting revised nominations.

6.10(v) **Workload and Man Power Requirement Analysis**

The seatwise workload and requirement of Assistants in the Provident Fund Section is given below:

Sl. No.	Seat	File Work	P&F Allowance	Non-File Work	Total
1	PF B1	1636	245.4	225	2106.4
2	PF B2	911.5	136.73	225	1273.23
3	PF B3	822.5	123.38	225	1170.88
4	PF B4	1506.5	225.98	225	1957.48
Total					6507.99
Present Strength					4
Manpower Index					3.82

In the light of the manpower requirement analysis, it is proposed to retain the four posts of Assistants and work may be redistributed evenly after internal deliberations.

6.10(vi) **Recommendations**

It is proposed to retain the four posts of Assistants and work may be redistributed evenly after internal deliberations.

6.11 **Workers' Provident Fund/Loan Section**

Workers' Provident Fund/Loan Section consists of three seats namely WPF A1, WPF A2 and Loan. Files in this section are routed to the Comptroller through Section Officer and Deputy Comptroller (P&L).

6.11(ii) The WPF A1 seat deals with maintaining accounts related to WPF, WWFS, WFBS, Fixed Deposit Receipts, TSB, TPA pass book, Cheque books, TSB Cash Book and TPA Cash Book. Timely renewal of fixed deposits, Timely demand for funds needed towards disbursement of WFBS & WWFS, maintenance of fund register, Preparation of WFBS & WWFS annual accounts, UFAST entry related to WFBS & WWFS subscription and accounts, Admission to WPF, WFBS and WWFS, Closure of WFBS & WWFS of all labourers in Kerala Agricultural University, Transfer of WFBS & WWFS account of the promoted labourers to corresponding FBS & WFS accounts, Accepting revised nomination and its consequent works in admission register and intimation, Giving admission details of WFBS & WWFS accounts to KVASU and KUFOS migrated labourers.

6.11(iii) The WPF A2 seat deals with TA/NRA of all permanent labourers of Kerala Agricultural University, Closure of WPF accounts of the permanent labourers on retirement or on promotion to Class IV, Credit

cards, furnishing replies to audit notes from Kerala Audit Department & Accountant General and maintaining status of financial position of WPF.

6.11(iv) The Loan Seat deals with the processing of applications and sanctioning of Marriage Advance to Class IV employees and permanent labourers, maintenance of individual loan files, preparation of bills of Marriage Advance loans and release of cheques, Maintenance of cheque books, Cheque register, Bill register and bank statements of loan account, Maintenance of recovery registers/data sheet folders in details of HBA, WHBA, Marriage advance Computer advance, MCA, and Cycle advance, calculation of the interest and penal interest to be recovered, issuing interest certificate for the income tax deduction purpose, issuing NLC/LC, Maintaining of bank account statement, Demanding funds from the Comptroller with statement of loan recovery schedule, preparation of annual accounts related to HBA, Marriage advance, other pending loan accounts, collection of UFAST entry details on loan recoveries of employees and labourers and furnishing replies to audit notes from Kerala Audit Department & Accountant General.

6.11(v) **Workload and Man Power Requirement Analysis**

The seatwise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of the File work in hours)	Non-File Work	Total (in hrs.)
1.	WPF A1	1557.5	233.63	225	2016.13

2.	WPF A2	1116	167.4	225	1508.4
3.	LOAN	901.5	135.23	225	1261.73
Total					4786.26
Present strength					3
Manpower Index					2.8

As per workload analysis the 4786.26 hours is the total workload in WPF/Loan Section. The manpower index is 2.8. This shows that three Assistants are required to deal with the present workload and there are three sanctioned posts of Assistants in the Section. In this circumstance, it is recommended that the three sanctioned posts of Assistants may be retained.

6.11(vi) **Recommendations**

It is recommended to retain three sanctioned posts of Assistants in WPF/Loan Section.

6.12 **Pension Sections-Pension A, B,C &D**

Pension A, Pension B, Pension C and Pension D are the Pension Sections in the Kerala Agricultural University. The files are forwarded to the Comptroller through Section Officer, Assistant Comptroller (P&L) and Deputy Comptroller (Pension & Loan).

6.12.1 **Pension A**

Pension A Section has a Section Officer and an Assistant. The section deals with the uploading of details of pensioners to UPAST, preparation of the service details of teaching staff and office attendants as per Personal file, Service Book and Pension Book, collection of Scheme details, NLC/LC from GA, SA, Legal, Loan & EAP Sections, action to regulate Kerala State Audit Department remarks, sanctioning of pension

and other pensioner benefits, revision of pension and Life time arrears related to teaching staff and office attendants, pension revision and revised pension proposal, UGC pension revision, differential DCRG, CVP, DR revision, issue of PPO cards to teachers and Class IV employees, entries to the Pension Sanction Register, returning of Service Books/Personal files to concerned Station/Audit Circles.

6.12.1(i) **Workload and Man Power Requirement Analysis**

The seatwise workload and requirement of Assistants is given below:

Sl.No.	Seat	File Work	P&F Allowance (@15% of the File work in hours)	Non-File Work	Total (in hrs.)
1.	A1	1075.5	161.33	225	1461.83

There is only one Assistant in the Pension A Section. Based on the workload analysis no additional post is required in this Section.

6.12.2 **Pension B**

Pension B has a Section Officer and two Assistants. The Pension B1 seat deals with the uploading of details of pensioners to UPAST and scrutiny of Pension Book, Service Book, Personal File and preparation of pension proposal to Kerala State Audit Department of Joint Registrar/PRO/SectionOfficer/Assistant Section Officer/Assistants/Clerical Assistants/Duplicating Machine Operator/Librarian/Assistant Librarian/Reference Assistant/System Manager/Programmer/Executive

Engineer/AssistantExecutiveEngineer/AssistantEngineer/Overseer/Electric
 ian/LabAssistant/Pump Operator/HDV Driver/LDV Driver/Bus
 Attendant/Tractor Driver/Press Manager/Foreman/Proof
 Reader/Printer/Compositor/Binder/KAU High School Head Master/HSA
 Teacher/UPSA/LPSA/Nursery School Assistant/Photographer/Hostel
 Manager/Matron and Artist. This Section also deals with the collection of
 NLC/LC from concerned sections by preparing service details with station
 worked details from date of entry in service to date of retirement,
 preparing draft for sanction of pension and other pensionsary benefits
 based on KSA recommended cases, revision of pension and preparation of
 revised pension proposal to KSA and subsequent issued of PPO cards.

6.12.2(i) Pension B2 seat deals with with the uploading of details of
 pensioners to UPAST and scrutiny of Pension Book, Service Book, Personal
 File and preparation of pension proposal to Kerala State Audit Department
 of Pool Officer/SO(FC&D)/OS Higher Grade/Office
 Superintendent/Computer Assistants/Technical Assistant/Training
 Assistant/Technical Officer/Graduate Lab Assistant/Scientific
 Officer/Senior Farm Superintendent/Farm Manager Gr.I/Gr.II/Farm
 Officers/Senior Technical Supervisor Gr.I/Gr.II and Technicians. This
 Section also deals with the collection of NLC/LC from concerned sections
 by preparing service details with station worked details from date of entry
 in service to date of retirement, preparing draft for sanction of pension
 and other pensionsary benefits based on KSA recommended cases, revision
 of pension and preparation of revised pension proposal to KSA and
 subsequent issued of PPO cards, Pension Sanction Register Entry and
 returning the Service Book and Personal File to the concerned office,

remittance of pension contribution of staff in deputation, demanding pension contribution and maintaining pension contribution register.

6.12.2(ii) Workload and Man Power Requirement Analysis

The seatwise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance(@15% of the File work in hours)	Non-File Work	Total (in hrs.)
1.	B1	1473.5	221.03	225	1919.53
2.	B2	880.5	132.08	225	1237.58
Total					3157.11
Present strength					2
Manpower Index					1.9

On the basis of workload analysis, no additional posts of Assistant is required in the Pension B Section. The Pension A Section has only one Assistant and Pension B has two Assistants. When the workload of the two Sections are combined it will be 4613.94 Hours and Manpower Index will be 2.7.

6.12.2(iii) In this circumstance, it is recommended to amalgamate these two sections and to form a new 'Pension A' Section. Workload analysis shows that there will be no additional workload due to this merger. The seats of the newly created Section may be named as A1 (old A1), A2 (old B1) and A3 (old B2). The excess post of Section Officer occurring as a result of this merger may be shifted to College of Agriculture, Ambalavayal.

6.12.3 **Pension C**

Pension C Section has a Section Officer and two Assistants. The Pension C1 seat deals with uploading details of Family Pensioners in UPAST, scrutiny and sanctioning of Family Pensioners and other family pensioner benefits of all permanent labourers under KAU (death after retirement and death while in service), revision of family pension, sanction of differential DCRG based on each DA revision, collection of NLCs from sections concerned in KAU, forwarding the proposals for family pension and DCRG to Local Fund Audit, restoration of commuted portion of pension of all retired employees, issue of pension certificates to all service and family pensioners, irrevocable letter of recovery to the SBI for availing loan to pensioners, issue of PPO cards to all family pensioners, maintenance of family pension sanction register and re-transmission of service books, intimating the death of pensioners/family pensioners to the bank authorities, re-credit of excess pension/family pension, sanctioning life time arrears in the event of death of family pensioners (labourers). This seat also deals with Family Pension and restoration of commuted portion of pension of all the retired employees and permanent labourers of stations in KVASU and KUFOS who had retired before trifurcation of the Kerala Agricultural University.

6.12.3(i) Pension C2 seat deals with uploading details of Family Pensioners of teachers (UGC & Non-UGC), administrative staff, technical staff, Class IV employees in UPAST, scrutiny and sanctioning of Family Pensioners and other family pensionary benefits, revision of family pension, sanction of differential DCRG based on each DA revision, collection of NLCs from concerned sections in KAU, maintenance of family

pension sanction register, retransmission of personal files/service books, intimating the death of pensioners/family pensioners to the bank authorities, re-credit of excess pension/family pension, sanctioning life time arrears in the event of death of family pensioners (teachers, administrative staff, technical staff and Class IV employees), mustering, collection, scrutiny and custody of annual life certificates and sanctioning of family pension in the case of death of the service pensioners who had retired before trifurcation of KAU.

6.12.3(ii) Workload and Man Power Requirement Analysis

The seatwise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of the File work in hours)	Non-File Work	Total (in hrs.)
1.	C1	1540	231	225	1996
2.	C2	1813	271.95	225	2309.95
Total					4305.95
Present strength					2
Manpower Index					2.5
Additional manpower proposed					1

In the light of the above, it is proposed shift one post of Assistant found excess in GA (H&P) Section to this section and work may be redistributed accordingly.

6.12.4 **Pension D**

The Pension D Section has two seats, Pension D1 and Pension D2. Files are routed to the Comptroller through Section Officer, Assistant Comptroller and Deputy Comptroller.

6.12.4 (i) Pension D1 seat deals with payment of pension to all pensioners, preparation of monthly statements of pension disbursement of all pensioners, maintenance of Cash Book, Bill Register, TPA Cash book, FD Register, Cheque Book, Pension Contribution Register, Bank reconciliation of all account, verification and remittance of pension contribution, payment of revision arrears, DCRG, CVP, preparation of accounts and Budget estimate.

6.12.4 (ii) Pension D2 seat deals with preparation of seniority list of pensioners, statements for the disbursement of pension revision arrears, revised DCRG & CVP, income tax statement, verification of actual savings details, deduction and remittance of IT, filing of Quarterly Returns and Annual IT returns, issuing of Form No.16 and preparation of Life Time Arrears Statements.

6.12.4 (iii) There is a post of Clerical Assistant in this Section to assist verification of pension statements, deduction and remittance of tax, preparation of monthly expenditure of Bank and Treasury Accounts, preparation of Income Tax statement of pensioners, filing Quarterly Returns and Annual IT returns and issuing of Form 16.

6.12.4 (iv) **Workload and Man Power Requirement Analysis**

The seatwise workload and requirement of Assistants is given below:

Sl.No.	Seat	File Work	P&F	Non-File	Total (in
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			Allowance (@15% of the File work in hours)	Work	hrs.)
1.	D1	1555	233.25	225	2013.25
2.	D2	1893.5	284.03	225	2402.53
Total					4415.78
<i>Present strength</i>					2
<i>Manpower Index</i>					2.6
<i>Additional manpower proposed</i>					1

In the light of the above, it is proposed to shift one post of Assistant found excess in Finance -EPB section to this section and works may be redistributed accordingly. The Clerical Assistant post may be shifted to the Information -cum- sales Counter at IAC, Kozhikode.

6.12.4 (v) **Recommendations**

- 1) It is recommended to create a new 'Pension A' Section by combining Pension A and Pension B Sections. It is recommended to name the seats in newly created Pension A Section as A1 (old A1), A2 (old B1) and A3 (old B2).
- 2) It is recommended to shift the excess post of Section Officer that will occur due to the merger of Pension A and Pension B, to College of Agriculture, Ambalavayal.
- 3) It is proposed to shift one post of Assistant found excess in GA (H&P) Section to Pension C section and works may be redistributed accordingly.

4) It is proposed to shift one post of Assistant found excess in Fin (EPB) section to Pension D section and works may be redistributed accordingly. The Clerical Assistant post may be shifted to the Information -cum- sales Counter at IAC, Kozhikode.

6.12.5 WPA Section

WPA Section has three Assistants in WP A1, WP A2 and WP A3 seats. The files are routed to the Comptroller of the University through Section Officer, Assistant Comptroller (P&L) and Deputy Comptroller (P& L).

6.12.5(i) The WP A1 seat deals with uploading details of Pensioners in UPAST, Scrutiny of Pension Book, Service Book and preparation of pension proposal to Kerala State Audit Department, Calling NLC/LC from Stations and sections, Sanctioning of pension and other pensionary benefits to the permanent labourers of all stations in Vellanikkara and Mannuthy Campus, RARS Ambalavayal, KCAET Tavanur, RARS Pattambi, BRS, Kannara, CRS Madakkathara, Rectification from the concerned station and offices for regulation in Kerala State Audit Department objected cases, Action to regulate Kerala State Audit Department remarks, Revision of pension and preparation of revised pension proposal, sanctioning of pension, pension arrears, differential DCRG & CVP, issuing PPO cards, Sanctioning life time arrears of expired labourers and Maintenance of pension sanctioning register.

6.12.5(ii) The WP A2 seat deals with uploading details of Pensioners in UPAST, Scrutiny of Pension Book, Service Book and preparation of pension proposal to Kerala State Audit Department, Calling NLC/LC from Stations and sections, Sanctioning of pension and other pensionary benefits to the permanent labourers of ARS Chalakkudy, AMPRS Odakkali,

RRS Vytilla, RARS Kumarakom, RRS Moncompu, ARS Thiruvalla, ORARS Kayamkulam, CRS Pampadumpara, FSRs Kottarakkara, CSRS Karamana, CRS Balaramapuram, Regulation in Kerala State Audit Department objected cases, Revision of pension and preparation of revised pension proposal, sanctioning of pension, pension arrears, differential DCRG & CVP, issuing PPO cards, Sanctioning life time arrears of expired labourers and Maintenance of pension sanctioning register.

6.12.5(iii) The WP A3 seat deals with uploading details of Pensioners in UPAST, Scrutiny of Pension Book, Service Book and preparation of pension proposal to Kerala State Audit Department, Calling NLC/LC from Stations and sections, Sanctioning of pension and other pensionary benefits to the permanent labourers of COA Vellayani, IF Vellayani, PRS Panniyur, COA Padannakkad, COA Nileswhar, RARS Pilicode, CRS Anakkayam, Regulation in Kerala State Audit Department objected cases, Revision of pension and preparation of revised pension proposal, sanctioning of pension, pension arrears, differential DCRG & CVP, issuing PPO cards, Sanctioning life time arrears of expired labourers and Maintenance of pension sanctioning register.

6.12.5(iv) **Workload and Man Power Requirement Analysis**

The seatwise workload and requirement of Assistants is given below:

Sl.No.	Seat	File Work	P&F Allowance(@15 % of the File work in hours)	Non-File Work	Total (in hrs.)
1.	A1	1302	195.3	225	1722.3
2.	A2	1102	165.3	225	1492.3

3.	A3	1498	224.7	225	1947.7
Total					5162.3
<i>Present strength</i>					3
<i>Manpower Index</i>					3.03

The total workload in WPA Section is 5162.3 and the manpower index is 3.03. This shows that no additional post is required to deal with the present workload in the Section. In the light of above workload analysis, it is recommended to retain the three sanctioned posts of Assistants in WPA Section.

6.12.5(v) **Recommendations**

It is recommended to retain the three sanctioned posts of Assistants in WPA Section.

CHAPTER-7

ORGANIZATIONAL SETUP, WORK MEASUREMENT & ANALYSIS OF INTERNAL AUDIT CIRCLES

The Comptroller is the Chief Internal Audit Officer of the Kerala Agricultural University. The following are the objectives and functions of Internal Audit System:

- i. Checking (auditing) of accounts of each farm/scheme/station before presentation to statutory audit so that considerable percentage of disallowance and resultant loss of assistance to the University can be avoided in externally aided scheme.
- ii. Follow up action on the clearance of audit objections raised in the internal audit.
- iii. Proper guidance to the University Officers in maintaining accounts in the de-centralised system of financial administration.
- iv. Verification/detection of mutualisation, underutilisation and non-utilisation of funds pilferage etc. of stock and stores.
- v. Assisting the officer's in-charge of schemes/stations in the maintenance of accounts and helping them in avoiding loss of external assistance.

For the effective implementation of the internal audit system, the Kerala Agricultural University vide Proceedings No.GA/A3/14196/1988 dated. 19.04.1988, accorded sanction for the formation of three Audit Circles in the University with Headquarters at Kozhikode, Vellanikkara and Vellayani.

7.1 Internal Audit Circle (Southern Region), Vellayani

The Internal Audit Circle (Southern Region) at Vellayani, Thiruvananthapuram is entrusted with the audit of stations located in Alappuzha, Kottayam, Pathanamthitta, Kollam and Thiruvananthapuram Districts. The audit of Rice Research Station in Vytilla at Ernakulam District is also done by this Internal Audit Circle. This Audit Circle is divided in to 2 sections under two Section Officers with 3 Assistants in each section.

7.1(i) **Office Staff in Internal Audit Circle**

Name of the Post	Sanctioned	Occupancy	Vacancy
Assistant Comptroller	1	1	0
Section Officer	2	2	0
Assistant	6	6	0
Computer Assistant	1	1	0
Class IV	1	1	0

7.1(ii) Workload and Man Power Requirement Analysis

The Internal Audit Circle (Southern Region) is supervised by an Assistant Comptroller with the support of two Section Officers and six Assistants. There is a Computer Assistant and a Class IV staff in the office.

The seatwise workload and requirement of Assistants is given below:

Centre: Internal Audit Circle (SR) , Vellayani Section: Audit					
Sl.No.	Seat	File Work	P&F Allowance	Non-File Work	Total
1	OA 1	1272	190.80	225	1687.80
2	OA 2	1273.5	191	225	1689.50

3	OA 3	1253.5	188.02	225	1666.52
4	ACV 1	1119.5	167.93	225	1512.43
5	ACV 2	744.5	111.68	225	1081.18
6	ACV 3	1214.5	182.18	225	1621.68
Total					9259.11
Present strength					6
Manpower Index					5.4

In the light of above workload analysis, no additional post is proposed for the Internal Audit Circle (Southern Region). The existing posts of Assistant Comptroller, two Section Officers, six Assistants, a Computer Assistant and Office Attendant may be retained without any changes.

7.1(iii) **Recommendations**

No additional post is proposed for the Internal Audit Circle (Southern Region).

7.2 **Internal Audit Circle (Central Region), Vellanikkara**

The Internal Audit Circle (Central Region) at Vellanikkara, Thrissur is entrusted with the audit of stations located in Palakkad, Ernakulam, Idukki and Thrissur Districts. This Audit Circle is divided in to 2 sections under two Section Officers comprising of 3 Assistants in each section.

7.2(i) **Office Staff in Internal Audit Circle, Vellanikkara**

Name of the Post	Sanctioned	Occupancy	Vacancy
Deputy Comptroller	1	1	0
Section Officer	2	2	0
Assistant	6	6	0
Computer Assistant	0	0	0
Class IV	1	1	0

7.2(ii) Workload and Man Power Requirement Analysis

The Internal Audit Circle (Central Region) is supervised by a Deputy Comptroller-IAC (CR) with the support of two Section Officers and six Assistants. There is a Class IV staff in the office. There are two Sections ES-I and ES-II. ES-I Section consists of three seats ESA1, ESA2 and ESA4. The ES-II Section consists of three seats ESA3, ESA5 and ESA6.

The seatwise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	ESA1	1238	185.7	225	1648.7
2	ESA2	1450	217.5	225	1892.5
3	ESA3	1310	196.5	225	1731.5
4	ESA4	718.5	107.77	225	1051.27
5	ESA5	1317	197.55	225	1739.55
6	ESA6	1212	181.8	225	1618.8
Total					9682.32
Present Strength					6
Manpower Index					5.7

In the light of the above manpower requirement analysis, it is proposed to retain the 6 posts of Assistants and work may be redistributed equally after internal deliberations.

7.2(iii) Recommendations

It is recommended to retain the 6 posts of Assistants and work may be redistributed equally after internal deliberations.

7.3 Internal Audit Circle (Northern Region), Kozhikode

The Northern Circle at Kozhikode named as Internal Audit Circle (Northern Region) consists of the stations located in Kasaragod, Kannur, Wayanad, Kozhikode and Malappuram districts. There is an Information-cum-Sales Centre of the Kerala Agricultural University which is attached to the Internal Audit Circle (Northern Region).

7.3(i) Office Staff in Internal Audit Circle, Kozhikode

Name of the Post	Sanctioned	Occupancy	Vacancy
Senior Deputy Comptroller	1	1	0
Section Officer	2	2	0
Assistant	6	6	0
Computer Assistant	1	1	0
Class IV	1	1	0

7.3(ii) Workload and Man Power Requirement Analysis

The Internal Audit Circle (Northern Region) is supervised by a Senior Deputy Comptroller with the support of two Section Officers and six Assistants. There is a Computer Assistant and a Class IV staff in the office. The establishment works of Farm Manager and Assistant in the Information- cum- sales centre is also looked after by the Internal Audit Circle (NR).

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	A1	1366	204.9	225	1795.9
2	A2	1305	195.75	225	1725.75
3	A3	1833	274.95	225	2332.95
4	B1	953	142.95	225	1320.95
5	B2	1025	153.75	225	1403.75

6	B3	725	108.75	225	1058.75
Total					9638.05
<i>Present strength</i>					6
<i>Manpower Index</i>					5.7

In the light of above workload analysis, no additional post is proposed for the Internal Audit Circle (Northern Region). The existing posts of Senior Deputy Comptroller, two Section Officers, six Assistants, a Computer Assistant and Office Attendant may be retained without any changes

7.3(iii) **Office Staff in Information- cum- Sales Centre**

Name of the Post	Sanctioned	Occupancy	Vacancy
Farm Manager	1	1	0
Assistant	1	1	0

The Information-cum-Sales Centre consists of a Farm Manager and Assistant. Kozhikode is the only district in the State without a research station of Kerala Agricultural University. The farming community in the district depends on the Information- cum- Sales Centre for planting materials and farming related advices. Even though the existence of the two posts are justified, it would be feasible to replace the post of Assistant with that of a Clerical Assistant.

7.3(iv) **Recommendations**

- 1) No additional post is proposed for the Internal Audit Circle (Northern Region).
- 2) It is recommended to retain the post of Farm Manager in the Information- cum- Sales Centre and replace the post of Assistant with that

of a Clerical Assistant post shifted from Pension D section. The post of Assistant may be shifted to Directorate of Academic & PG Studies.

CHAPTER-8

ORGANIZATIONAL SETUP, WORK MEASUREMENT & ANALYSIS OF DIRECTORATES

8.1 Directorate of Research

The Directorate of Research deals with the projects and their implementation, monitoring, evaluation, extension of findings and termination of projects. It deals with State Government funded plan projects, Central Government funded projects, agricultural department funded projects and KAU funded projects.

8.1(I) Details of staff

Scientific Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Director of Research	1	1	0
Associate Director of Research	7	5	2
Associate Professor	4	4	0

Details of Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Administrative Officer	1	1	0
Section Officer	2	2	0
Assistants	8	8	0
Computer Assistant	3	3	0
Clerical Assistant	1	1	0
Office Superintendent	1	1	0

(Steno to DR)			
Office Superintendent (Steno to ADR)	1	1	0
Office Attendant	4	1	3

8.1(ii) Workload and Man Power Requirement Analysis

Scientific Division:

It is proposed to fill up the vacancies of Associate Directors of Research.

Administration Division:

The Director of Research is assisted by an Administrative Officer. The 8 Assistants posted under the Administrative Officer handle matters related to establishment, purchase and accounts.

The seatwise workload and requirement of Assistants is given below:

Sl. No	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	R1	1082	162.3	225	1469.3
2	R2	841	126.15	225	1192.15
3	R3	1058	158.7	225	1441.7
4	R4	1743	261.45	225	2229.45
5	R5	1443	216.45	225	1884.45
6	R6	1235	185.25	225	1645.25
7	R7	925	138.75	225	1288.75
8	R8	885	132.75	225	1242.75
Total					12393.8
Present Strength					8
Manpower index					7.2

It may be noted that the requirement of Assistants in the Directorate of Research is 7 based on the Manpower index whereas the present strength is 8. Hence, one post of Assistant is found excess. The other existing posts may be retained without any changes. The existing vacancies of Office Attendant may be filled up.

8.1(iii) **Recommendations**

1. It is proposed to fill up the vacancies in the Academic section.
2. One post of Assistant, found excess may be shifted to Directorate of Academic & PG Studies.
3. The vacancies of Office Attendants may be filled up.

8.2 **Directorate of Extension**

The Directorate of Extension has been co-ordinating the extension activities of Kerala Agricultural University since its inception in 1971. Extension Advisory Council chaired by Vice Chancellor gives guidelines for this. The new technologies, trends and information from the agriculture sector are popularised among different departments of the state and development agencies by Directorate of Extension through Communication Centre, Public Relations Wing, Krishi Vigyan Kendras, Central Training Institute and ATIC.

8.2(i) **Details of staff**

Scientists

Name of the Post	Sanctioned	Occupancy	Vacancy
Director of Extension	1	1	0
Associate Director	1	1	0

Office Staff (including Public Relations Office)

Name of the Post	Sanctioned	Occupancy	Vacancy
Administrative Officer	1	1	0
Section Officer	2	2	0
Office Superintendent	1	1	0
Office Superintendent (Steno to DE)	1	1	0
PRO	1	1	0
Assistant	6	6	0
Office Attendant	1	2 (1 on Daily wages at PRO)	0
LDV Driver	1	2(1 on Daily wages at PRO)	0

8.2(ii) Workload and Man Power Requirement Analysis**Administration Division:**

The Director of Research is assisted by an Administrative Officer. The administration division is divided into two sections, viz., A & B, under two Section Officers. There are six Assistants, including one posted in the Public Relations Office. The files in the Public Relations Office are routed to the Director Extension through the Public Relations Officer.

The subjects dealt with in these sections are establishment matters, training programmes, state plan projects and other externally aided projects, matters related to KVK, printing and publications, documentation of media coverage, publication of newsletters, maintenance of vehicles, etc.

The seatwise workload and requirement of Assistants is given below:

Sl.No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	Extn1	1439	215.85	225	1879.85
2	Extn2	954	143.10	225	1322.10
3	Extn3	1446	216.9	225	1887.9
4	Extn4	1094.5	164.18	225	1483.68
5	Extn5	1168.5	175.28	225	1568.78
6	PRO	1892	283.8	225	2400.8
Total					10543.11
Present strength					6
Manpower Index					6.2

Work may be evenly distributed among Assistants after internal deliberations.

The existing posts of Administrative Officer, Section Officer, Assistants, Office Superintendents, PRO, Office Attendant and LDV Driver may be retained without any changes.

8.2 (iii) **Recommendations**

The existing posts of Administrative Officer, Section Officer, Office Superintendents, PRO, Assistants, Office Attendant and LDV Driver may be retained without any changes.

8.3 **Directorate of Students Welfare**

The Students welfare programmes are co-ordinated by the Director of Students Welfare. The activities undertaken by the Directorate of Students Welfare are NCC and NSS, Sports and games activities, Inter

collegiate Tournaments, Inter University Tournaments, Students@union activities, Arts Festivals, Cultural Competitions, Celebration of days of National importance, Employment and Guidance Bureau, Publication of Employment News Bulletin and Transport facilities of the students and staff.

8.3(i) Details of staff

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Section Officer	1	1	0	
Assistant	3	2	1	Working arrangement at COA, Vellayani
Computer Assistant	2	2	0	

8.3(ii) Workload and Man Power Requirement Analysis

The number of sanctioned posts of Assistants here is 3. But one of the them is working at COA, Vellayani on working arrangement basis. Hence, only two posts of Assistants are reckoned for workload analysis.

The seatwise workload and requirement of Assistants is given below:

Sl. No	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	DSW (1)	1160	174	225	1559
2	DSW (2)	1695	254.25	225	2174.25
Total					3733.25
<i>Present strength</i>					2
<i>Manpower Index</i>					2.19

In the light of the above manpower requirement analysis, it is proposed to retain the existing two posts of Assistants. One of the Assistants working at COA, Vellayani, in working arrangement basis may be permanently shifted to that college. One post of Office Attendant from the College of Agriculture, Vellayani may be shifted to this Directorate. The other existing posts may be retained without any changes. It is proposed to fill up the vacancies with regular hands in posts which are now occupied by daily wages staff, if any.

8.3(iii) **Recommendations**

- 1) It is proposed to retain the existing two posts of Assistants.
- 2) One of the Assistants working at COA, Vellayani, in working arrangement basis may be permanently shifted to that college. The other existing posts may be retained without any changes. It is proposed to fill up the vacancies with regular hands which are now occupied by daily wages staff, if any.
- 3) One post of Office Attendant from the College of Agriculture, Vellayani may be shifted to this Directorate.

8.4 **Directorate of Physical Plant**

The Director of Physical Plant is the head of the Directorate of Physical Plant (DPP). It is duty of the Director to make arrangements for the construction and maintenance of the buildings and other structures, purchase and maintenance of machinery, maintenance of the lawns, grounds and gardens of the University.

8.4(i) **Details of Staff**

Technical Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
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WORKSTUDY IN KERALA AGRICULTURAL UNIVERSITY

Director of Physical Plant (Chief Engineer)	1	0	1*(Scientist in charge as DPP)
PA to DPP (Assistant Exe.Engineer)	1	1	0
Assistant Engineer	1	1	0
Overseer (Civil)	4	0 (4 temporary)	4
Overseer (Electrical)	1	0 (1 temporary)	1
Clerical Assistant/Lab Assistant Gr.III	1	0 (1 temporary)	1
LDV Driver	1	1	0
Duplicating Machine Operator	1	1	0

Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Financial Assistant to DPP	1	1	0
Section Officer	3	3	0
Office Superintendent	1	1	0
Assistant	9	9 (1 temporary)	1
Computer Assistant	2	2	0
Class IV	3	3 (2 temporary)	2

8.4(ii) Workload and Man Power Requirement Analysis

Technical Division:

The Director of Physical Plant has control over all civil, electrical and mechanical works of Kerala Agricultural University. The Director is equivalent to the rank of Chief Engineer in Public Works Department. Tendering and arranging major civil works above one crore are entrusted with the DPP. Electrical, mechanical works and civil works under Engineering Sub Division Mannuthy, Engineering Sub Division Vellanikkara are also done by the Director of Physical Plant.

The duties and responsibilities of technical staff in the Directorate of Physical plant are same as that as prescribed in PWD manual. The appointment of Overseers/Assistant Engineers has become stand still for three decades. Therefore, out of every five posts of sanctioned staff strength of Overseers/Assistant Engineers, two posts are lying vacant in the division and subdivision offices. In the Directorate alone 5 posts of Overseers are lying vacant.

In the above circumstances, it is recommended to fill up the vacancies of technical staff and do away with the system of engaging staff on contract basis/ daily wages.

Administration Division:

The Director of Physical Plant is assisted by a Financial Assistant. Three Section Officers, nine Assistants in three sections and two Computer Assistants are other supporting staff in the Directorate.

The seatwise workload and requirement of Assistants is given below:

Sl.	Seat	File Work	P&F	Non-File	Total (in hrs.)
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No.			Allowance(@15 % of the File work in hours)	Work	
1.	A1	944	141.6	225	1310.6
2.	A2	851.75	127.76	225	1204.51
3.	A3	1352.58	202.89	225	1780.47
4.	A4	1041	156.15	225	1422.15
5.	A6	1256.33	188.52	225	1669.85
6.	A7	1185.5	177.83	225	1588.33
7.	A8	827.5	124.13	225	1176.63
8.	A9	1436	215.4	225	1876.4
9.	A10	1425.5	213.82	225	1864.32
Total					13893.26
Present strength					9
Manpower Index					8.17

In the light of above workload analysis, one post of Assistant is surplus in the Directorate of Physical Plant. The excess post may be shifted to Directorate of Academic & PG Studies. All the other posts in the Administration Section may be retained. It is recommended to fill up the vacancies and do away with the system of engaging staff on contract basis/ daily wages.

8.4(iii) **Recommendations**

- 1) It is recommended to fill up the vacancies of technical staff and do away with the system of engaging staff on contract basis/ daily wages.
- 2) The excess post of Assistant may be shifted to the Directorate of Academic & PG Studies.
- 3) It is recommended to retain all the other posts, except that of Duplicating Machine Operator, in the Administration Section. Specific

recommendation regarding the post of Duplicating Machine Operator is made in the 'Chapter -16 General Observations on Non-Teaching Posts'.

8.5 Directorate of Academic and PG Studies

The Directorate of Academic & PG Studies is headed by the Director of Academic and Post Graduate Studies, who assists the Vice-Chancellor in academic affairs. This Directorate functions under the Registrar. Academic matters of the university are covered under this directorate. The Controller of Examinations also functions in this Directorate.

8.5 (i) Details of staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Director (Academic)	1	1	0
Controller of Examinations	1	1	0
Professor (Academic)	1	1	0
Joint Registrar	1	1	0
Section Officer	4	4	0
Assistant	12	12	0
Office Superintendent (Steno to Director)	1	1	0
Junior Programmer	1	1	0
Computer Assistant	3	3	0
Driver	2	2	0
Class IV	5	5	0

8.5(ii) Workload and Man Power Requirement Analysis

The seatwise workload and requirement of Assistants is given below:

Section: Academic A					
Sl.No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	AcadA1	1276.75	191.51	225	1693.26
2	AcadA2	1389	208.35	225	1822.35
3	AcadA3	1486	222.9	225	1933.9
Total					5449.51
Present strength					3
Manpower Index					3.2
Section: Academic B					
Sl.No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	AcadB1	2146	321.9	225	2692.9
2	AcadB2	1652	247.8	225	2124.8
3	AcadB3	1815	272.25	225	2312.25
Total					7128
Present strength					3
Manpower Index					4.1
Additional manpower proposed					1
Section: Academic C					
Sl.No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	AcadC1	1928	289.2	225	2442.2

2	AcadC2	2302	345.3	225	2872.3
3	AcadC3	1558	233.7	225	2016.7
Total					7331.2
Present strength					3
Manpower Index					4.3
Additional manpower proposed					1
Section: Academic D&E					
1	Acad D1	1864	279.6	225	2368.6
2	Acad E1	1693	253.95	225	2171.95
Total					4540.55
Present strength					2
Manpower Index					2.6
Additional manpower proposed					1
Section: Academic					
1	Acad E2	1307	196.05	225	1728.5
Total					1728.5
Present strength					1
Manpower Index					1.01

From the above, it is evident that there is dearth of adequate manpower in all the sections in Academic & PG Studies. One post of Assistant each may be sanctioned to Acad.B, Acad.C and Acad.D&E sections. One post of Assistant each from Information -cum- Sales Centre, Kozhikode, Directorate of Research and Directorate of Physical Plant may be shifted to the Acad.B, Acad.C and Acad.D&E sections. Redistribution of work may be done after internal discussions. One post of Computer Assistant from Regional Agricultural Research Station, Kumarakom may be shifted to this Directorate. All other existing posts may be retained without any changes.

8.5(iii) Recommendations

One post of Assistant each from Information -cum- Sales Centre, Kozhikode, Directorate of Research and Directorate of Physical Plant may be shifted to the Acad.B, Acad.C and Acad.D&E sections. Redistribution of work may be done after internal discussions.

One post of Computer Assistant from Regional Agricultural Research Station, Kumarakom may be shifted to this Directorate. All other existing posts may be retained without any changes.

8.6 Directorate of Planning

The mission of the Directorate of Planning is to help the University officials to take decision for action; and to provide timely, accurate and useful information and policy measures to assist them in making decision and implementing programmes that are congruent with the vision, mission and goals of the KAU.

8.6(i) Details of Staff

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Section Officer	1	1	0	
Assistant	1	1	0	
Computer Assistant	2	2	0	One working as Steno to Director
Class IV	1	0	1	
LDV Driver	1	0	1	

8.6(ii) Workload and Man Power Requirement Analysis

The seatwise workload and requirement of Assistants is given below:

Sl.	Seat	File	P&F Allowance (@15%	Non-File Work	Total (hrs.)
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No		Work	of file work in hours)		
1	DSW (1)	1667	250.05	225	2142.05
Total					2142.05
Present strength					1
Manpower Index					1.2

In the light of the above manpower requirement analysis, it is proposed to retain the existing post of Assistant. It is also proposed to fill up the vacancies of Class IV employee and LDV Driver and the system of engaging staff on contract/daily wages may be dispensed with.

8.6 (iii) **Recommendations**

- 1) It is proposed to retain all the existing posts.
- 2) It is also proposed to fill up the vacancies of Class IV employee and LDV Driver and the system of engaging staff on contract/daily wages may be dispensed with.

CHAPTER-9

ORGANIZATIONAL SETUP, WORK MEASUREMENT & ANALYSIS OF REGIONAL AGRICULTURAL RESEARCH STATIONS

9.1 Regional Agricultural Research Station, Vellayani

The Regional Research Station (South Zone), Vellayani has been functioning since the year 1982. The Station is conducting research under NARP Phase I and Phase II. So far, it has also implemented 30 externally aided research projects. Research under partially shaded conditions and research in export-oriented vegetables and cut flower production are the lead functions of the Station. The Station has verification functions on rice, fruits, homestead farming, coconut, tuber crops, and vegetables. All India Coordinate Research Project (AICRP)s on forage crops, nematodes, oil seeds and pesticide residues are also functioning here.

9.1(i) Details of staff

Scientists

Name of the Post	Sanctioned	Occupancy	Vacancy
Associate Director of Research	1	1	0
Professor	5	5	0
Associate Professor	1	1	0
Assistant Professor	8	7	1

Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Administrative Officer	1	1	0
Section Officer	2	2	0
Assistant	7	7	0
Office Superintendent (Steno to ADR) & Office Superintendent	2	2	0

Duplicating Machine Operator	1	1	0
Computer Assistant	2	2	0
Class IV	3	3	0

Farm Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Farm Manager	3	3	0

Technical/Other Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Clerical Assistant/Lab Assistant	4	4	0
LDV Driver	2	0	2

9.1(ii) Workload and Man Power Requirement Analysis**Scientific Division:**

It is recommended to fill up the vacant post of Assistant Professor.

Administration Division:

The Associate Director of Research is assisted by an Administrative Officer. Two Section Officers and 7 Assistants posted under the Administrative Officer handle matters related to research projects, establishment and accounts.

The seatwise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance	Non-File Work	Total
1	SZ(1)	1190	178.57	225	1593.57
2	SZ(2)	1597	239.55	225	2061.55
3	SZ(3)	885	132.75	225	1242.75
4	SZ(4)	1353	202.95	225	1780.95
5	SZ(5)	942	141.3	225	1308.3

6	SZ(6)	1380	207	225	1812
7	SZ(7)	902	135.3	225	1262.3
Total					11061.42
<i>Present strength</i>					7
<i>Manpower Index</i>					6.5

In the light of the above, it is proposed to retain the posts of Administrative Officer, two Section Officers and 7 Assistants in the Station. One of the Office Superintendents is working as Steno to Associate Director of Research and the other is entrusted with tappal distribution, despatch, maintenance of stamp account register and custody of office stationeries. In the above circumstances, the two posts of Office Superintendent may be allowed to continue in the Station.

Farms Division:

Farm operations are managed by the three Farm Managers and labourers. The post of Farm Superintendent does not exist in this Station. The duties of the Farm Managers are to monitor the field activities of the labourers attached to AICRP on Forage crops, to process the collected data of the trials for sending to IGFRI, Jhansi, and to assist and monitor the labourers engaged in spawn production, bed preparation, media preparation, carpet composting and yearly trials. The Station utilizes the infrastructure facilities of Instructional Farm and Agricultural College situated in the same campus for research activities. It is recommended to retain the posts of Farm Managers in the Station.

Technical Division:

It is recommended to fill up the vacancies with regular hands and do away with the system of engaging staff on contract basis/ daily wages.

9.1(iii) Recommendations

- 1) It is recommended to fill up the vacant post of Assistant Professor.
- 2) Staus quo may be maintained in respect of the administrative staff and Farm Staff in the Station.
- 3) It is recommended to fill up the vacancy of LDV Driver.

9.2 Onattukara Regional Agricultural Research Station, Kayamkulam

Onattukara Regional Agricultural Research Station (ORARS), Kayamkulam was established in 1937 under the erstwhile Travancore University for the improvement of rice and coconut in Onattukara region. It was transferred to the State Department of Agriculture in the year 1958. With the formation of the Kerala Agriculture University in 1972, the Station was transferred to the University as its constituent unit. In 1981, the Station was declared as a subcentre for conducting research on root (wilt) disease of coconut. In 2000, the status of the Station was raised to Onattukara Regional Agriculture Research Station for implementing a comprehensive coconut care project in Onattukara region.

9.2 (i) Details of staff

Scientists

Name of the Post	Sanctioned	Occupancy	Vacancy
Professor	2	1	1
Associate Professor	3	1(temp.)	3
Assistant Professor	4	1	3

Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Administrative Assistant	1	1	0
Assistant	3	2	1

Office Superintendent	1	1	0
Computer Assistant	1	1	0
Office Attendant	4	4	0

Farm Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Farm Superintendent	1	1	0
Farm Officer	3	2 (temporary)	3
Labourers	28	24 (9 are temporary)	13

Technical/ Other Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
LDV Driver	1	1	0
Pump Operator	1	0	1
Lab Assistant Gr.II	2	2	0

9.2(ii) Workload and Man Power Requirement Analysis**Scientific Division:**

It is recommended to fill up the vacant posts of Associate Professors and Assistant Professors.

Administration Division:

The Professor and Head of the Station is assisted by an Administrative Assistant, three Assistants, an Office Superintendent, a Computer Assistant and four Office Attendants.

The seatwise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	A1	1725	258.75	225	2208.75

2	A2	1173	175.95	225	1573.95
3	A3	1161	174.15	225	1560.15
Total					5342.85
<i>Present strength</i>					3
<i>Manpower Index</i>					3.14

In the light of the above, it is recommended that work load of the Assistants in the Station may be redistributed after internal discussions. The existing posts of Administrative Assistant, Assistant, Office Superintendent, Computer Assistant and Office Attendants may be retained without any changes. One post of Assistant was vacant during the period of the study. It is proposed to appoint regular hands in the vacant posts, urgently.

Farms Division:

Farm operations are managed by the Farm Superintendent with the help of Farm Officers and labourers. The Farm staff, Security Staff and the Labourers are under the direct supervision of the Farm Superintendent. The Farm Superintendent is also responsible for compilation of all farm works for the next day and getting approval from the Station Head. The study revealed that :

- ◆ Three posts of Farm Officer are lying vacant from 2015 and two daily wage hands are appointed to perform the duties.
- ◆ There are 13 vacant posts of labourers which is also adversely affecting the work in the farms.

In view of the above, it is recommended to fill up the vacancies of Farm officers and labourers.

Technical Division:

Of the two Lab Assistants in the Station, one is working in the Tissue Culture Lab and the other is assisting in the Mushroom Lab. One post of Pump Operator is lying vacant since 20.09.2017. It is recommended to fill up the existing vacancy of Pump Operator and do away with the system of engaging staff on contract basis/ daily wages.

9.2(iii) **Recommendations**

- 1) It is recommended to fill up the vacant posts of Associate Professors and Assistant Professors.
- 2) It is recommended to fill up the vacancies of Farm officers and fill up the vacancies of labourers.
- 3) It is recommended to fill up the existing vacancy of Pump Operator and do away with the system of engaging staff on contract basis/ daily wages.

9.3 **Regional Agricultural Research Station, Kumarakom**

The Coconut Research Station, Kumarakom was established in the year 1947 with the financial support of the Indian Central Coconut Committee in order to cater to the research needs of coconut in the reclaimed alluvial soils of Kuttanad. With the establishment of the Kerala Agricultural University in 1972, the Coconut Research Station became one of the constituent institutions of the University. In 1982, the station was upgraded to the status of a Regional Agricultural Research Station (RARS) under the National Agricultural Research Project (NARP) funded the IBRD/ICAR with the mandate for research on crops and cropping systems in the Special Zone of Problem Areas comprising Kuttanad, Kakkali and Kole tracts. The RARS, Kumarakom is situated in the Kumarakom village of Kottayam district on the southern side of the Kavanar (river). The total geographical area of the farm attached to the RARS is 44.76 hectares.

9.3(i) Details of staff**Scientific Division**

Name of the Post	Sanctioned	Occupancy	Vacancy
Scientist	21	9	12

Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Administrative Officer	1	1	0
Section Officer	2	1	1
Assistant	6	6	0
Office Superintendent	2	2	0
Computer Assistant	3	3	0
Office Attendant	7	7	0

Farm Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Farm Superintendent	1	1	0
Farm Manager	5	3	2
Farm Assistant (Vet.)	2	2	0

Technical Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Technical Supervisor	1	0	1
Technician	1	0	1
HDV Driver	1	0	1
LDV Driver	2	1	1
Tractor Driver	1	1	0
Pump Operator	1	1	0
Duplicating Machine Operator	1	1	0
Boat Driver	1	0	1

Syrang	1	0	1
Artist	1	0	1
Lab Assistant Gr.I	1	0	1
Lab Assistant Gr.II	4	4	0

9.3(ii) Workload and Man Power Requirement Analysis

Scientific Division:

It is recommended to fill up vacant posts of Scientists.

Administration Division:

The Professor and Head is assisted by an Administrative Officer and a Section Officer. The 6 Assistants posted under the Administrative Officer handle matters related to establishment, purchase, research projects and accounts.

The seatwise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	A1	1183	177.45	225	1585.45
2	A2	1728	259.2	225	2212.2
3	A3	1061	159.15	225	1445.15
4	E1	1401.25	210.18	225	1836.43
5	E2	1411	211.65	225	1847.65
6	E3	1013	151.95	225	1389.95
Total					10316.83
<i>Present strength</i>					6
<i>Manpower Index</i>					6.06

In the light of the above, it is proposed to retain the 6 posts of Assistants and work may be redistributed equally. One post of Computer Assistant may be shifted to Directorate of Academic & PG Studies . The other existing posts may be retained without any changes.

Farms Division:

Farm operations are managed by the Farm Manager with the help of Farm Officers and Farm Assistant. The Study revealed that two posts of Farm Managers are lying vacant. Hence it is recommended to fill up the vacancies of Farm Managers.

Out of the 77 posts of Labourers, only 47 posts are filled up and 30 posts are lying vacant which adversely affect the works in the farms.

Hence it is recommended to fill up the vacant posts of Labourers urgently.

Technical Division:

It is recommended to retain the existing posts of Technical staff and vacancies, if any, may be filled up urgently.

9.3(iv) Recommendations

- 1) It is recommended to fill up the vacant posts of academic staff.
- 2) It is proposed to retain the existing posts of Assistants in the station and work may be redistributed equally.
- 3) One post of Computer Assistant may be shifted to Directorate of Academic & PG Studies.
- 4) It is recommended to fill up the vacancies of Managers and Labourers.
- 5) It is recommended to retain the existing posts of Technical staff and the vacant posts, if any, may be filled up urgently.

9.4 Regional Agriculture Research Station, Pattambi

The Regional Agricultural Research Station (Central Zone) at Pattambi is established in 1927 as a Paddy Breeding Station to support rice production in the region. It came under the Government of Kerala in 1956 as Central Rice Research Station. In 1972, it became part of the Kerala Agricultural University. The Regional Agricultural Research Station (Central Zone) comprises of Palakkad, Malappuram, Thrissur and Ernakulam districts with seven sub stations. The mandate of the Station is to conduct research on rice and rice based farming systems, pulses and horticultural crops.

9.4(i) Details of staff

Scientists

Name of the Post	Sanctioned	Occupancy	Vacancy
Associate Director of Research	1	1	0
Professor	1	0	1
Associate Professor	5	1+1(temp.)	4
Assistant Professor	24	12+4(temp.)	12

Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Administrative Officer	1	1	0
Section Officer	4	4	0
Office Superintendent	2	2	0
Assistant	11	10	1
Computer Assistant	3	0	3
Class IV	9	9	0
Junior Programmer	1	1	0

Farm Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Farm Superintendent	1	1	0
Farm Manager Gr.I	1	0	1
Farm Officer Gr.I & Farm Manager Gr.II	12	3 (Daily wage)	12
Farm Assistant (Vety.)	1	1	0
Labourers (Permanent)	71	68	3
Labourers (Casual)	25	18	7

Technical Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Clerical Assistant/Lab Assistant Gr.III	5	5	0
Technician/Technical Supervisor	3	0	3
Technical Assistant/Training Assistant	2	2	0
Lab Assistant Gr.I/Gr.II	3	2	1
LDV Driver	2	0	2
Duplicating Machine Operator	1	1	0
Tractor Driver	1	0	1
Pump Operator	1	0	1

9.4(ii) Workload and Man Power Requirement Analysis**Scientific Division:**

It is recommended to fill up the vacant posts of Professor, Associate Professor and Assistant Professor.

Administration Division:

The Head of the Station is assisted by an Administrative Officer. The Section Officers (4), Assistants (11), Office Superintendents (2), Computer Assistants (3) and Office Attendants (9) support the Administrative Officer. Though there are 11 sanctioned posts of Assistants, only 10 incumbents are in position. The workload of A1 and A2 seats is handled by the same Assistant.

The seatwise workload and requirement of assistants is given below:

Sl.No.	Seat	File Work	P&F Allowance(@15% of the File work in hours)	Non-File Work	Total (in hrs.)
1.	A1	562	84.3	225	871.30
2.	A2	924	138.6	225	1287.60
3.	A3	1033	154.95	225	1412.95
4.	B1	1103	165.45	225	1493.45
5.	B2	1487	223.05	225	1935.05
6.	B3	1938	290.70	225	2453.70
7.	C1	602	90.30	225	917.30
8.	C3	1730	259.50	225	2214.50
9.	D1	1315	197.25	225	1737.25
10.	D2	1384	207.60	225	1816.60
11.	D3	1685	252.75	225	2162.75
Total					18302.45
<i>Present strength</i>					11
<i>Manpower Index</i>					10.8

In the light of the above, it is recommended to fill up the vacant post of Assistant in the station. The existing posts of Administrative Officer, Section Officers and office attendants may be retained without

any change. It is proposed to appoint regular hands in posts which are now occupied by daily wages staff. It is proposed to rename the existing C3 seat as C2.

Farms Division:

Farm operations are managed by the Farm Superintendent with the help of Farm Officers, Class IV staff and labourers. The Farm Superintendent manages the labour force of the Station. The sales- cum- information centre and the staff involved are also under the direct supervision of the Farm Superintendent. He allots labourers to various divisions based on the forecast and demand.

The study revealed that:

- ◆ One post Farm Manager Gr.I and 12 posts of Farm Officer Gr.I/ Farm Manager Gr.II are lying vacant and three daily wage hands are appointed to perform the duties.
- ◆ There are many vacant posts of labourers which adversely affect the works in the farms, especially during peak seasons.

In view of the above, it is recommended to fill up the vacancies of Farm Manager Gr.I, Farm Officer Gr.I/ Farm Manager Gr.II and labourers.

Technical Division:

It is recommended to fill up the vacancies and do away with the system of engaging staff on contract basis/ daily wages.

9.4(iii) Recommendations

- 1) It is recommended to fill up the vacant posts of Professor, Associate Professors and Assistant Professors.
- 2) It is recommended to fill up the vacant post of Assistant in the station and rename the existing C3 seat as C2.

- 3) It is recommended to distribute work among the assistants evenly, after internal discussions.
- 4) It is proposed to fill up the vacancies of Farm Manager Gr.I, Farm Officer Gr.I/ Farm Manager Gr.II and labourers.
- 5) It is recommended to fill up the vacancies of Technical staff and do away with the system of engaging staff on contract basis/ daily wages.

9.5 Regional Agricultural Research Station, Ambalavayal

Regional Agricultural Research Station is located at Ambalavayal in Wayanad district. Ambalavayal is located about 25 km east of Kalpetta, the district headquarters. The station was established in 1946 by the then Madras Government. It became a part of Department of Agriculture, Government of Kerala in 1956 and was renamed as Central Horticultural Research Station in 1966. It was transferred to Kerala Agricultural University in 1972 and elevated as Regional Agricultural Research Station in 1983. The total area of the station is 87.3 ha. A wide variety of crops like coffee, pepper, rice including scented varieties, spices like ginger, turmeric, clove, cinnamon, tropical and subtropical fruits, summer and cool season vegetables are grown here. The station is assigned with the mandate of solving location specific problems of horticultural and spice crops.

9.5(i) Details of staff

Scientists

Name of the Post	Sanctioned	Occupancy	Vacancy
Professor	1	1	0
Associate Professor	1	0	1
Assistant Professor	16	9	7

Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Administrative Officer	1	1	0
Section Officer	2	2	0
Office Superintendent	1	0	1
Assistant	6	6	0
Computer Assistant	2	2	0
Class IV	8	8	0
Duplicating Machine Operator	1	1	0
Caretaker	1	0	1

Farm Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Farm Superintendent	1	1	0
Farm Manager Gr.I	2	2	0
Farm Manager Gr.II	2	2	0
Farm Officer	5	0	5
Farm Assistant(Vety)	1	1	0
Labourers (Permanent)	111	111	0
Labourers (Temp.)	224	103	121

Technical Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Lab Assistant Gr.II	3	0	3
Lab Assistant Gr.III	2	2	0
LDV Driver	1	1	0
Tractor Driver	1	1	0

9.5 (ii) Workload and Man Power Requirement Analysis**Scientific Division:**

It is recommended to fill up the vacant posts of Professors.

Administration Division:

The Station is headed by an Associate Director of Research. He is assisted by an Administrative Officer and two Section Officers. The 6 Assistants handle matters related to establishment, purchase and accounts and audit.

The seatwise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	Accounts A	4056	608.4	225	3650.4
2	Audit B	504	75.6	225	804.6
3	Est C1	963	144.45	225	1332.45
4	Est C2	1763	264.45	225	2252.45
5	Projects D	1101	165.15	225	1491.15
6	Misc. E	1344	201.6	225	1770.6
Total					11301.65
<i>Present strength</i>					6
<i>Manpower Index</i>					6.64
<i>Additional manpower proposed</i>					1

In the light of the above, it is proposed to create one post of Assistant in the station. Works may be redistributed evenly among the assistants. It is also recommended to fill up the vacancies of Office Superintendent and Care Taker. The other existing posts may be retained without any changes.

Farms Division:

Farm operations are managed by the Farm Superintendent with the help of Farm Officers/ Farm Managers, Farm Assistant and Labourers. The study revealed that:

- ◆ Five posts of Farm Officers are lying vacant.
- ◆ Out of the 224 posts of Temporary Labourers, 121 posts are lying vacant which adversely affect the works in the farms, especially during peak seasons.

In view of the above, it is recommended to fill up the vacancies of Farm Officers and Labourers urgently.

Technical Division:

It is recommended to fill up the vacancies and persons engaged on contract basis/ daily wages may be dispensed with.

9.5 (iii) Recommendations

- 1) It is recommended to fill up the vacant posts of Professors.
- 2) It is proposed to create one post of Assistant in the station and work may be redistributed accordingly.
- 3) It is recommended to fill up the vacancies of Office Superintendent and Care Taker.
- 4) It is recommended to fill up the vacancies of Farm officers and Labourers and the services of persons engaged on contract/daily wages may be dispensed with.
- 5) It is recommended to fill up the vacancies of Lab Assistant Gr.II and the services of persons engaged on contract/daily wages may be dispensed with.

9.6 Regional Agricultural Research Station, Pilicode

Regional Agricultural Research Station is located at Pilicode in Hosdurg Taluk in Kasaragod. It is a premier research station under Kerala

Agricultural University. This station was established by the British Government under the Madras Presidency during 1916 as a Coconut Research Station. The extent of land of RARS, Pilicode is 57.87 Ha.

9.6(i) Details of staff

Scientists

Department	Name of the Post	Sanctioned	Occupancy	Vacancy
	Associate Director of Research	1	1	0
Agronomy	Assistant Professor	3	2	1
SS&AC	Professor	1	1	0
	Associate Professor	2	1	1
Entomology	Assistant Professor	2	1	1
Plant Pathology	Associate Professor	2	0	2
	Assistant Professor	1	1	0
Agricultural Economics	Associate Professor	2	0	2
Plant Breeding & Genetics	Associate Professor	2	2	0
Agrostology	Associate Professor	1	0	1
Plant Physiology	Assistant Professor	1	1	0
Agri.Engg.	Associate Professor	2	2	0
Agri. Microbiology	Associate Professor	1	1	0

Agri.Extension	Assistant Professor	1	1	0
Horticulture	Professor	1	0	1
	Assistant Professor	2	2	0

Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Administrative Officer	1	1	0
Section Officer	2	2	0
Office Superintendent	1	1	0
Assistant	7	7	0
Computer Assistant	2	2	0
Class IV	8	8	0
Junior Programmer	1	1	0
Cook cum Caretaker	1	1	0

Farm Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Farm Superintendent	1	1	0
Farm Manager Gr.I	1	1	0
Farm Manager Gr.II & Farm Officer	9	9	0
Farm Assistant(Vety)	3	3	0
Tractor Driver	1	1	0
Pump Operator	2	1	1
Labourers (Permanent)	80	54	26
Casual Labourers	20	37	-

Technical Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Lab Assistant	5	4	1
Lab Assistant Gr.III	1	0	1

Technician	1	1	0
Technical Assistant	1	0	1
LDV Driver	2	2	0
Tractor Driver	1	1	0

9.6(ii) Workload and Man Power Requirement Analysis

Scientific Division:

It is recommended to fill up the vacant posts in the departments.

Administration Division:

The Station is headed by an Associate Director of Research. He is assisted by an Administrative Officer and two Section Officers. The 7 Assistants handle matters related to establishment, purchase and accounts and audit.

The seatwise workload and requirement of Assistants is given below:

Sl.No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	A1	1701	255.15	225	2181.15
2	A2	2066	309.9	225	2600.9
3	A3	1641	246.15	225	2112.15
4	B1	1680	252	225	2157
5	B2	1292	193.8	225	1710.8
6	B3	1121	168.15	225	1514.15
7	B4	1375	206.25	225	1806.25
Total					14082.4
Present Strength					7
Man power Index					8.2

<i>Additional manpower proposed</i>	<i>1</i>
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In the light of the above, it is proposed to shift one post of Assistant from Instructional Farm, Vellanikara to this station and work may be redistributed accordingly. The other existing posts may be retained without any changes.

Farms Division:

Farm operations are managed by the Farm Superintendent with the help of Farm Officers/ Farm Managers, Farm Assistant and Labourers. Out of the 80 posts of Permanent Labourers, 26 posts are lying vacant which adversely affect the works in the farms, especially during peak seasons.

In view of the above, it is recommended to fill up the vacancies of Permanent Labourers. Vacancies of Tractor Driver and Pump Operator may be filled up urgently.

Technical Division:

It is recommended to fill up the vacancies and services of persons engaged on contract basis/ daily wages may be dispensed with.

9.6(iii) **Recommendations**

- 1) It is recommended to fill up the vacant posts in the departments.
- 2) It is proposed to shift one post of Assistant from Instructional Farm, Vellanikara to this station and work may be redistributed accordingly.
- 3) It is recommended to fill up the vacancies of Permanent Labourers and the number of Temporary Labourers may be limited to the existing strength. Vacancies of Tractor Driver and Pump Operator may be filled up urgently.

- 4) It is recommended to fill up the vacancies of Lab Assistant and Technical Assistant and the services of persons engaged on contract/daily wages may be dispensed with.

CHAPTER 10

ORGANIZATIONAL SETUP, WORK MEASUREMENT & ANALYSIS
OF RESEARCH STATIONS

10.1 Agricultural Research Station, Thiruvalla

The Agricultural research station, Thiruvalla was established during year 1976 with the complete assistance from ICAR, under AICRP on sugarcane. The KAU strengthened the research efforts of this station during 1979 by providing more infrastructural facilities and man power. It is situated at Kallunkal, 5 km away from the Thiruvalla Town. The experimental farm comprises an area of 9.354 ha. Garden land in the farm is 7.824 ha and buildings, roads, irrigation canal and farm structures occupy 1.53 ha.

10.1(i) Details of staff**Scientists**

Department	Name of the Post	Sanctioned	Occupancy	Vacancy
<i>Non-Plan</i>				
Soil Science	Professor	1	1	0
Agronomy	Assistant Professor	2	1	1
Plant Breed. & Gen	Assistant Professor	1	1	0
Horticulture	Asst Professor	1	1 (Temp)	0
<i>Externally Aided</i>				
Plant Breed. & Gen	Assistant Professor	1	0	1
Entomology	Assistant	1	0	1

	Professor			
Plant Pathology	Assistant Professor	1	1	0

Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Administrative Assistant	1	1	0
Office Superintendent	1	1	0
Assistant	3	3	0
Computer Assistant	1	1	0
Office Attendant	3	3	0

Farm Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Farm Superintendent	1	1	0
Farm Manager Gr.II	1	1	0
Farm Officer	1	1	0
Permanent Labourers	23	6	17
Casual Labourers	17	0	17

Technical Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
LDV Driver	1	1	0
Technical Officer	1	1	0
Lab Assistant	2	1	1

10.1(ii) Workload and Man Power Requirement Analysis**Scientific Division :**

It is recommended to fill up the vacant posts of Professors.

Administration Division:

The Professor and head is assisted by an Administrative Assistant. The 3 Assistants posted under the Administrative Assistant handle matters related to establishment, purchase and accounts.

The seatwise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance	Non-File Work	Total
1	ARS.I	1395.43	209.31	225	1829.74
2	ARS.II	1116.49	167.47	225	1508.96
3	ARS.II	916.9	137.5	225	1279.43
Total					4618.13
<i>Present strength</i>					3
<i>Manpower Index</i>					2.7

In the light of the above, it is proposed to retain the posts of Assistants but works may be redistributed equally. The other existing posts may also be retained without any changes. It is proposed to appoint regular hands in posts which are now occupied by daily wages staff, if any.

Farms Division:

Farm operations are managed by the Farm Superintendent with the help of Farm Officers/ Farm Managers and Labourers. Hence it is recommended to retain the existing posts of Farm Superintendent, Farm Manager and Farm officer.

Out of the 23 posts of permanent labourers, only 17 posts are filled up and 6 posts are lying vacant which adversely affect the farm activities. The 17 posts of Casual Labourers are also lying vacant. Hence, it is recommended to fill up the vacant posts of permanent Labourers and Casual Labourers.

Technical Division:

It is recommended to retain the existing posts of Technical staff.

10.1(iii) Recommendations

- 1) It is recommended to fill up the vacant posts of Professors.
- 2) It is proposed to retain the existing posts of Assistants in the station and works may be redistributed equally.
- 3) It is recommended to fill up the vacancies of Permanent and Casual Labourers.
- 4) It is recommended to retain the existing posts of Technical staff.

10.2 Agricultural Research Station, Mannuthy

This station was established in the year 1957 as Rice Research Station, Mannuthy in the then Central Farm, Ollukkara. With the formation of the Kerala Agricultural University in 1972, the Rice Research Station, Mannuthy and the Agricultural Research Station, Mannuthy were taken over from the State Department of Agriculture and brought under the control of the Agricultural University. It comprises a farm area of 70 acres.

10.2(i) Details of staff**Scientists**

Department	Name of the Post	Sanctioned	Occupancy	Vacancy
Agronomy	Professor	2	1	1
Agronomy	Associate Professor	1	0	1
Plant Breeding & Genetics	Professor	2	1	1
Horticulture	Professor	2	1	1
Agricultural Engineering	Professor	2	2	0
Agricultural	Associate Professor	1	1	0

Engineering				
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Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Administrative Assistant	1	1	0
Office Superintendent	1	1	0
Assistant	3	3	0
Computer Assistant	1	1	0
Office Attendant	4	4	0
Watchman	2	0	2

Farm Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Farm Superintendent	1	1	0
Farm Officer	4	3*	2 (1 temporary)
Labourers	49	1	48

Technical Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Technical Supervisor	1	0	1
LDV Driver	1	1	0
Tractor Driver	1	0	1
Pump Operator	1	0	1

10.2(ii) Workload and Man Power Requirement Analysis**Scientific Division :**

It is recommended to fill up the vacant posts of Professors/ Associate Professors.

Administration Division:

The Professor and Head is assisted by an Administrative Assistant. The 3 Assistants posted under the Administrative Assistant handle matters related to establishment, purchase and accounts.

The seatwise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance(@15% of the File work in hours)	Non-File Work	Total (in hrs.)
1.	A	1981	297.15	225	2503.15
2.	B	2042	306.3	225	2573.30
3.	C	1438	215.7	225	1878.70
Total					6955.15
<i>Present strength</i>					3
<i>Manpower Index</i>					4
<i>Additional manpower proposed</i>					1

In the light of the above, it is proposed to shift one post of Assistant from the University Central Library to this station and work may be redistributed accordingly. The other existing posts may be retained without any changes. It is proposed to appoint regular hands in posts which are now occupied by daily wages staff, if any.

Farms Division:

Farm operations are managed by the Farm Superintendent with the help of Farm Officers/ Farm Managers and Labourers. The study revealed that:

- ◆ Two posts of Farm Officer (Agri.) is lying vacant and one daily wage hand is appointed to perform the duties.
- ◆ Out of the 49 posts of Labourers, only one person is working and other 38 posts are lying vacant which adversely affect the works in the farms, especially during peak seasons.

In view of the above, it is recommended to fill up the vacancies of Farm officer and Labourers.

Technical Division:

It is recommended to fill up the vacancies and do away with the system of engaging staff on contract basis/ daily wages.

10.2(iii) Recommendations

- 1) It is recommended to fill up the vacant posts of Professors.
- 2) It is proposed to shift one post of Assistant from the University Central Library to this station and work may be redistributed accordingly.
- 3) It is recommended to fill up the vacancies of Farm officers and Labourers and services of persons engaged on contract/daily wages may be dispensed with.
- 4) It is recommended to fill up the vacancies of Technical Supervisor, Pump Operator and Tractor Driver and the services of persons engaged on contract/daily wages may be dispensed with.

10.3 Agricultural Research Station, Anakkayam

The Agricultural Research Station, Anakkayam is one of the premier institutions of the Kerala Agricultural University doing research in horticultural crops, especially vegetables, fruit plants and plantation crops such as cashew. It was established in 1963. The station, situated at Anakkayam village in Malappuram district, has an area of 9.92 ha, of which 8 ha is under cashew and 0.5 ha under coconut.

10.3(i) Details of staff

Scientists

Department	Name of the Post	Sanctioned	Occupancy	Vacancy
Horticulture	Professor	1	0	1

Plant Physiology	Associate Professor	1	1	0
SWE	Associate Professor	1	1	0
Horticulture	Assistant Professor	1	0	1 (contract basis)

Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Administrative Assistant	1	1	0
Office Superintendent	1	1	0
Assistant	3	3	0
Duplicating Machine Operator	1	1	0
Computer Assistant	1	0	1
Class IV	3	3	0

Farm Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Farm Manager Gr.I	1	1	0
Farm Officer	2	2	0
Pump Operator	1	0	1
Labourers (Permanent)	8	8	0
Labourers (Temporary)	30	22	8

Technical Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Lab Assistant	1	1	0

10.3(ii) Workload and Man Power Requirement Analysis**Scientific Division**

It is recommended to fill up the vacant posts of Assistant Professors.

Administration Division:

The Assistant Professor and head I/C is assisted by an Administrative Assistant. The Assistants are assigned the seats A1, A2 and A3 and are posted under the Administrative Assistant. Matters related to establishment, schemes/projects and cash are dealt with in the A1 seat. The A2 seat deals with Accounts and Audit whilst the A3 seat handles Purchase related matters.

The seatwise workload and requirement of Assistants is given below:

Sl.No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	A1	705	105.75	225	1035.75
2	A2	1230	213	225	1639.5
3	A3	602	101.1	225	928.1
Total					3603.35
Present strength					3
Manpower Index					2.1

Based on this, it is proposed to shift one post of Assistant to CRS, Madakkathara. The existing works may be redistributed between the remaining two seats rationally. The existing post of Administrative Assistant may be retained.

The post of Duplicating Machine Operator is a redundant. (Specific recommendations in the 'Chapter 16 General Observations on Non-Teaching Staff ' may be seen.) The posts of Office Attendants may be retained without any changes.

Farms Division:

Farm operations are managed by the Farm Manager Gr.I with the help of Farm Officers/ Farm Managers and labourers. The sales-cum-information centre and the staff involved are also under the direct supervision of the Farm Manager. The study revealed that there are vacant posts of labourers which adversely affect the works in the farms. A post of Pump Operator is also lying vacant.

In view of the above, it is recommended to fill up the vacancies of labourers and pump operators.

10.3 (iii) Recommendations

- 1) It is recommended to fill up the vacant posts of Assistant Professors.
- 2) It is proposed to shift one post of Assistant to CRS, Madakkathara. The existing works may be redistributed between the remaining two seats rationally.
- 3) It is recommended to fill up the vacancies of Labourers and Pump Operator.

10.4 Coconut Research Station, Balaramapuram

The Coconut Research Station was established in 1948 at Pachalloor in Thiruvananthapuram as a scheme partly financed by the Indian Central Coconut Committee. Later, it was shifted to a 14.13 Hectare plot at Kattachalkuzhy, near Balaramapuram. The station was taken over by the Kerala Agricultural University in February 1972. The Station specialises in the research of agro techniques for coconut and coconut based farming system in red soil.

10.4(i) Details of staff**Scientists**

Name of the Post	Sanctioned	Occupancy	Vacancy
Associate Professor	1	1	0
Assistant Professor	2	2	0

Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Administrative Assistant	1	1	0
Assistant	2	2	0
Computer Assistant	1	1	0
Class IV	3	3	0

Farm Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Farm Manager	1	1	0
Farm Officer	1	0 (A daily wage employee has been engaged)	1 (Vacant for last 10 years)
Farm Assistant (Vety)	1	1	0
Labourers	24	22 (15+7temp.)	2

10.4 (ii) Workload and Man Power Requirement Analysis**Scientific Division:**

The Professor & Head supervises the Research Projects and extension activities of the Station. One Assistant Professor officiating as Professor supervises activities involving seed, planting materials production and production of value added products and its sales. Another Assistant Professor is the investigator of two ongoing Research Projects and working as Co-Principal Investigator of the five Research Projects. There is no vacancy in the Scientific Division.

Administration Division:

The Professor and Head of the Research Station is assisted by an Administrative Assistant, two Assistants, one Computer Assistant and three Office Attendants. The Assistant in seat 'A' deals with Accounts of the Station and the Assistant in seat 'B' deals with Establishment works.

The seatwise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	B	1342	201.3	225	1768.3
2	A	3001	450.15	225	3676.15
Total					5444.45
<i>Present strength</i>					2
<i>Manpower Index</i>					3.2
<i>Additional manpower proposed</i>					1

In the light of the work load analysis, it is proposed to shift one post of Assistant from Instructional Farm, Vellayani to this station and work may be redistributed accordingly. The existing posts of Administrative Assistant, Computer Assistant and Office Attendants may be retained without any changes.

Farms Division:

Farm operations are managed by the Farm Manager with the help of Farm Officer, Farm Assistant (Vety.) and labourers. Farm Assistant (Vety.) is supervising activities of Livestock Unit.

The study revealed that:

- ◆ The post of Farm Officer is lying vacant for ten years and daily wage employee has been engaged to perform the duties.

In view of the above, it is recommended to fill up the vacancies of Farm officer and labourers.

10.4(iii) **Recommendations**

- 1) It is proposed to shift one post of Assistant from Instructional Farm, Vellayani to this station and work may be redistributed accordingly.
- 2) It is recommended to fill up the vacancies of Farm Officer and labourers.
- 3) It is recommended to do away with the system of engaging staff on daily wages in sanctioned posts.

10.5 **Integrated Farming System Research Station, Karamana**

The Integrated Farming System Research Station is situated at Karamana in Thiruvananthapuram in a land area of 19 acres. Rice is the main cultivation of this station.

10.5(i) **Details of staff**

Scientists:

Name of the Post	Sanctioned	Occupancy	Vacancy
Professor	1	1	0
Associate Professor	3	3	0

Office Staff:

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Administrative Assistant	1	1	0	
Assistant	2	2	0	

Computer Assistant	1	1*	0	*on Working Arrangement
Office Attendant	2	2	0	

Farm Staff:

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Farm Officer	1	1	0	
Permanent Labourers	18	18	0	
Casual Labourers	-	11	-	temporary

Technical Staff:

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Technical Assistant	2	2	0	
Lab Assistant	2	2	0	
Pump Operator	1	1	0	

10.5 (ii) Workload and Man Power Requirement Analysis**Scientific Division:**

No remarks.

Administration Division:

The Professor and Head is assisted by an Administrative Assistant. The two Assistants posted under the Administrative Assistant handle matters related to establishment, purchase and accounts.

The seatwise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance(@15	Non-File Work	Total (in hrs.)
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			% of the File work in hours)		
1.	Establishment	1609.5	241.43	225	2075.93
2.	Cash and Accounts	1790.5	268.58	225	2284.08
Total workload					4360.01
Present Strength					2
Manpower Index					2.56
Additional Manpower proposed					1

In the light of the above, it is proposed to shift one post of Assistant from Instructional Farm, Vellayani to this station and work may be redistributed equally. The other existing posts may be retained without any changes. It is proposed to appoint regular hands in posts which are now occupied by daily wages staff, if any.

Farms Division:

Farm operations are managed by the Farm Officer with the help of Permanent and Casual Labourers. Hence, it is recommended to retain the existing posts of Farm Officer and Labourers.

Technical Division:

It is recommended to retain the existing posts of Technical staff.

10.5(iii) Recommendations

- 1) It is proposed shift one post of Assistant from Instructional Farm, Vellayani to this station and work may be redistributed equally.
- 3) It is recommended to retain existing the posts of Farm Staff.
- 4) It is recommended to retain the existing posts of Technical staff.

10.6 On Farm Research Centre (OFRC), Vellayani

It is a sub centre of IFSRS, Karamana, funded by ICAR. The centre conducts trails in farmer's fields. The district covered by OFRC changes once in five years. Professor & Head of IFSRS, Karamana exerts direct technical control and indirect financial control over the OFR through the Comptroller. Drawing and disbursing duties of the centre is entrusted with the Assistant Professor & Head of the Centre on account of mandatory shifting nature of office stock and stores including staff.

10.6(i) Details of staff

Academic:

Name of the Post	Sanctioned	Occupancy	Vacancy
Agronomist (Associate Professor)	1	1	0
Junior Scientist (Assistant Professor)	1	1	0

Office:

Name of the Post	Sanctioned	Occupancy	Vacancy
Junior Steno/LDC (Computer Assistant)	1*	0	1(*converted to contractual service w.e.f.01.04.2018)
Office Attendant	1	0	1

Farm:

Name of the Post	Sanctioned	Occupancy	Vacancy
Field Assistant (Farm Officer Gr.II)	4	4 (2 perm.+ 2 temp.)	0

Technical:

Name of the Post	Sanctioned	Occupancy	Vacancy
Driver	1	0	1

10.6(ii) Recommendations

- 1) Services of the Computer Assistant, sanctioned on contractual basis, may be optimally utilised for the office works.
- 2) In the farms division, vacancies in the post of Farm Officer Gr.II may be filled up with permanent hands.
- 3) The posts of driver and Office Attendant may be filled up.

10.7 Farming Systems Research Station, Sadanandapuram

The Research station was started in the year 1986 as NARP (Special Station) on Homestead Farming and was later renamed as Farming Systems Research Station in the year 1993. The Station is located at Sadanandapuram near Kottarakkara. The main mandate of this station is research on Homestead farming. Auxiliary functions include the production and sale of seeds and planting materials, soil and water conservation and farm advisory services. The total geographical area of the land is 8.96 ha.

10.7(i) Details of Staff

Department	Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Horticulture	Associate Professor	1	0	1	
S.S & A.C	Associate Professor	1	0	1	
Soil & Water Conservation	Associate Professor	1	1	0	

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Engineering					
Plant Pathology	Assistant Professor	1	0	1	
Agricultural Economics	Assistant Professor	1	1	0	
Agronomy	Assistant Professor	1	0	1	
Agricultural Entomology	Assistant Professor	1	0	0	On leave
Agricultural Engineering	Assistant Professor	1	0	0*	*On working arrangement at RRS, Mancombu
Animal Husbandry	Assistant Professor	1	0	1	
Plant Breeding & Genetics	Assistant Professor	1	1	0	

Office Staff

Name of the Post	Sanctioned	occupancy	Vacancy	Remarks
Administrative Assistant	1	1	0	
Office Superintendent	1	1	0	
Assistant	4	4	0	

Computer Assistant	1	1	0	
Office Attendant	1	1	0	

Farm Staff

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Farm Manager Gr.I	1	0	1	
Farm Officer Gr. II	4	1	3	
Farm Assistant (Vety)	1	0	1	
Permanent Labourers	13	10	3	
Casual Labourers	10	6	4	

Technical Staff

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Lab Assistant Gr II	1	1	0	
LDV Driver	1	1	0	
Pump Operator	1	0	1	

10.7 (ii) Workload and Man Power Requirement Analysis**Scientific Division:**

It is recommended to fill up the vacant posts.

Administration Division: The Professor and head is assisted by an Administrative Assistant. The 4 Assistants posted under the Administrative Assistant handles matters related to establishment, purchase and accounts.

The seatwise workload and requirement of Assistants is given below:

Sl.No.	Seat	File Work	P&F Allowance(@1 5% of the File work in hours)	Non-File Work	Total (in hrs.)
1.	FS1	2202.96	330.44	225	2758.40

2.	FS2	1650.85	247.62	225	2123.47
3.	FS3	1517.98	227.69	225	1970.67
4.	Assistant in the FS4 seat was posted to sales counter and the works assigned to the seat were carried out by the other three Assistants				
Total					6852.54
Present strength					4
Manpower Index					4.03

In the light of the above, the existing posts of Assistants may be retained without any changes. The other posts, except the post of Office Attendant, may also be retained without any changes. One post of Office Attendant from the College of Agriculture, Vellayani may be shifted to this station. It is proposed to appoint regular hands in posts which are now occupied by daily wages staff, if any.

Farms Division:

Farm operations are managed by the Farm Manager with the help of Farm Officers/ Farm Managers and Labourers. The study revealed that:

- ◆ The post of Farm Manager Gr.I is lying vacant.
- ◆ Three posts of Farm Officer Gr.II and the post of Farm Assistant (Vet.) are also lying vacant.
- ◆ Three posts of permanent Labourers and 4 posts of casual Labourers are lying vacant which adversely affect the works in the farms, especially during peak seasons.

In view of the above, it is recommended to fill up the vacancies of Farm Manager Gr I, Farm Officers, Farm Assistants and Labourers.

Technical Division:

It is recommended to fill up the vacancies and do away with the system of engaging staff on contract basis/ daily wages.

10.7(iii) **Recommendations**

- 1) It is recommended to fill up the vacant posts of Scientific Staff.
- 2) The existing posts of Assistants may be retained without any changes. The other posts, except the post of Office Attendant, may also be retained without any changes. One post of Office Attendant from the College of Agriculture, Vellayani may be shifted to this station.
- 3) It is recommended to fill up the vacancies of Farm Manager Gr.I, Farm Officers, Farm Assistants and Labourers and the system of engaging Staff on contract/daily wages may be dispensed with.
- 3) It is recommended to fill up the existing vacancy of Pump Operator.

10.8 **Rice Research Station, Mancompu**

Rice Research Station, Mancompu is located at Kuttanad, the ^arice bowl of Kerala^o. It is situated at a distance of 14 km from Alappuzha. With the establishment of Kerala Agricultural University, the Station was brought under the control of the University in the year 1972. The Station has very limited area of 13 acres of wet land.

10.8(i) **Details of Staff**

Departments

Department	Name of the Post	Sanctioned	Occupancy	Vacancy
Plant breeding & Genetics	Professor	1	0	1
Agronomy	Associate Professor	1	1	0
Agricultural Entomology	Associate Professor	1	0	1
Plant breeding	Assistant Professor	2	0	2

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& Genetics				
Plant Pathology	Assistant Professor	1	1	0
Soil Science	Assistant Professor	2	0	2
Plant breeding & Genetics (AICRP)	Senior Breeder	1	0	1
Agronomy (AICRP)	Junior Agronomist	1	1	0
Junior Entomologist (AICRP)	Agricultural Entomology	1	0	1
Plant Pathology (AICRP)	Junior Pathologist	1	1	0
Soil Science & Agricultural Chemistry (AICRP)	Junior Soil Scientist	1	0	1

Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Administrative Assistant	1	1	0
Office Superintendent	1	1	0
Assistant	5	5	0
Computer Assistant	1	1	0
Class IV	4	4	0

Farm Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
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Farm Manager Gr.I	1	0	1
Farm Manager/Farm Manager Gr.II	5	0	5
Labourers	77	47(17+30)	30

Technical Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Lab Assistant Gr.II	2	1	1
Lab Assistant Gr.III	2	0	2
LDV Driver	1	1	0
Boat Driver	1	0	1
Syrang	1	0	1

10.8(ii) Workload and Man Power Requirement Analysis**Scientific Division :**

It is recommended to fill up the vacant posts in the Departments.

Administration Division:

The Professor & Head is assisted by an Administrative Assistant. The 5 Assistants posted under the Administrative Assistant handle matters related to establishment, purchase, research projects and accounts.

The seatwise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	Estt. A	1441	216.15	225	1882.15

2	Purchase B	1295	194.25	225	1714.25
3	Accounts C	1538	230.7	225	1993.7
4	Bill D	1198	179.7	225	1602.7
5	Projects E	1570	235.5	225	1800.5
Total					8993.3
Present strength					5
Manpower Index					5.2

In the light of the above, it is proposed to retain the 5 posts of Assistants and work may be redistributed equally. The other existing posts may be retained without any changes.

Farms Division:

Farm operations are managed by the Farm Officers with the help of Labourers. The Study revealed that the sanctioned posts of Farm Officer Gr.I (1) and Farm Officer Gr.II (5) are lying vacant. Hence, it is recommended to fill up the vacancies of Farm Officers.

Out of the 77 posts of Labourers, only 47 posts are filled up and 30 posts are lying vacant which adversely affect the works in the farms. Hence, it is recommended to fill up the vacant posts of Labourers urgently.

Technical Division:

It is recommended to retain the posts of Technical staff and the vacant posts may be filled up.

10.8(iii) Recommendations

- 1) It is recommended to fill up the vacant posts of Professors.
- 2) It is proposed to retain the 5 posts of Assistants and works may be redistributed equally. The other existing posts may be retained without any changes.

3) It is recommended to fill up existing the vacancies of Farm Officers and Labourers.

3) It is recommended to retain the existing posts of Technical staff and the vacant posts may be filled up urgently.

10.9 Cardamom Research Station, Pampadumpara, Idukki

Cardamom Research Station, Pampadumpara is the first Research Centre for Cardamom in the world. The Station was handed over to the Kerala Agricultural University in the year 1972. The Station has a land area of 52.78 ha.

10.9(i) Details of Staff

Departments

Name of the Post	Sanctioned	Occupancy	Vacancy
Professor	1	1	0
Assistant Professor	8	1	7

Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Administrative Assistant	1	1	0
Assistant	2	2	0
Office Superintendent	1	1	0
Computer Assistant	1	1	0
Office Attendant	5	2	3

Farm Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Farm Superintendent	1	1	0
Farm Officer	3	0	3

Technical Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
LDV Driver	1	1	0
Pump Operator	1	0	1
Lab Assistant	2	2	0

10.9(ii) Workload and Man Power Requirement Analysis

Scientific Division:

It is recommended to fill up the vacant posts of Professors.

Administration Division:

The Professor and head is assisted by an Administrative Assistant. The Assistants posted under the Administrative Assistant handles matters related to establishment, purchase and accounts.

The seatwise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of the File work in hours)	Non-File Work	Total (in hrs.)
1.	Accounts	1926	288.9	225	2439.9
2.	Establishment	578	86.7	225	889.7
Total					3329.6
Present Strength					2
Manpower Index					1.95

In the light of the above, it is proposed to retain the two posts of Assistants and work may be redistributed equally. The other existing posts may be retained without any changes. The three vacant posts of Office

Attendants may be filled up urgently. It is proposed to appoint regular hands in posts, if any, which are now occupied by daily wages staff.

Farms Division:

Farm operations are managed by the Farm Superintendent with the help of Farm Officers Farm Managers and Labourers.

Hence it is recommended to retain the existing posts of Farm Superintendent and Farm Managers and vacant posts of Permanent and Casual labourers may be filled up urgently.

Technical Division:

It is recommended to retain the existing posts of Technical staff and the vacant post of Pump Operator may be filled up urgently.

10.9(iii) Recommendations

- 1) It is recommended to fill up the vacant posts of Professors urgently.
- 2) It is proposed to retain the posts of Assistants and work may be redistributed equally.
- 3) It is recommended to retain the existing posts of Farm Superintendent and Farm Managers and the vacant posts of Permanent and Casual Labourers may be filled up.
- 4) It is recommended to retain the existing posts of Technical staff and the vacant post of Pump Operator may be filled up.

10.10 Aromatic and Medicinal Plants Research Station, Odakkali

The Aromatic and Medicinal Plants Research Station, Odakkali was established in 1951 as Lemongrass Breeding Station under the Department of Industries of the erstwhile Travancore-Cochin Government. It was renamed as Lemongrass Research Station and brought under the Department of Agriculture in 1954. The Station was taken over by Kerala Agricultural University in 1972, as a constituent research station of the

University. It was renamed as Aromatic and Medicinal Plants Research Station (AMPRS) in 1982. The Station has an area of 12.5 Hectares and gives emphasis to research of all tropical aromatic and medicinal plants.

10.10(i) Details of staff

Scientists

Name of the Post	Sanctioned	occupancy	Vacancy
Associate Professor	1	1	0
Assistant Professor	5	4 (2 temporary)	3

Office Staff

Name of the Post	Sanctioned	occupancy	Vacancy
Administrative Assistant	1	1	0
Assistant	2	2	0
Computer Assistant	1	1	0
Office Attendant	5	5	0

Farm Staff

Name of the Post	Sanctioned	occupancy	Vacancy
Farm Superintendent	1	0	1
Farm Manager	1	1 (Temp)	1
Farm Officer	2	0	2
Permanent Labourers	31	22	9
Casual Labourers	4	2	2

Technical Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Lab Assistant Gr.II	2	2	0
Lab Assistant Gr.II	1	1	0

10.10(ii) Workload and Man Power Requirement Analysis

Scientific Division:

It is recommended to fill up the vacant posts of Assistant Professors.

Administration Division:

The Associate Professor and Head of the Station is assisted by an Administrative Assistant. The two Assistants posted under the Administrative Assistant handle matters related to establishment and accounts.

The seatwise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance(@15% of the File work in hours)	Non-File Work	Total (in hrs.)
1.	Esst. (A)	1400	210	225	1835
2.	Accounts (B)	1597.5	239.63	225	2062.13
Total					3897.13
Present strength					2
Manpower Index					2.2

In the light of the above, the existing posts of Administrative Assistant, Assistant, Computer Assistant, Clerical Assistant and Office Attendants may be retained without any changes.

Farms Division:

Farm operations are managed by the Farm Superintendent with the help of Farm Officers/Farm Managers and labourers. The sales- cum- information centre and the staff involved are also under the direct supervision of the Farm Superintendent. The study revealed that:

- ◆ One post Farm Manager and two posts of Farm Officer are lying vacant. A daily wage hand is appointed to perform the duties of Farm Manager.
- ◆ There are 11 vacant posts of labourers which adversely affect the works in the farms.

In view of the above, it is recommended to fill up the vacancies of Farm officer, Farm Manager and Labourers.

Technical Division:

The existing posts may be retained.

10.10(iii) Recommendations

- 1) It is recommended to fill up the vacant posts of Assistant Professors.
- 2) The existing posts of Administrative Assistant, Assistant, Computer Assistant, Clerical Assistant and Office Attendants may be retained without any changes.
- 3) It is recommended to fill up the vacancies of Farm officer, Farm Manager and Labourers.

10.11 Rice Research Station, Vytilla

Rice Research Station, Vytilla was started in 1958 near Vytilla on a leased land under the Department of Agriculture, Kerala. It was shifted to the present site in 1963. The Station was taken over by the Kerala Agricultural University in 1974. In 1982, the Station was brought as a sub-centre under the National Agricultural Research Project. The Station has a total area of 8.91 Hectares of which 4.25 Hectares come under wet land. The mandate of the Station is to conduct research on the problems of saline farming, yield enhancement of pokkali rice and to develop suitable integrated farming system models to increase the productivity per unit area.

10.11(i) Details of staff**Scientific division**

Name of the Post	Sanctioned	Occupancy	Vacancy
Professor	1	1	0
Assistant Professor	3	3+ 1(on working arrangement)	0

Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Administrative Assistant	1	1	0
Assistant	2	2	0
Computer Assistant	1	1	0
Class IV	3	2	1

Farm Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Farm Manager Gr.I	1	1	0
Farm Officer	2	2* (on contract)	2
Labourers (Permanent)	12	12	0
Labourers (Temporary)	2	2	0

Technical Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Lab Assistant	1	0	1
Pump Operator	1	1	0
LDV Driver	1	1	0

10.11(ii) Workload and Man Power Requirement Analysis

Administration Division:

The Professor and Head of the Station is assisted by an Administrative Assistant. The two Assistants posted under the Administrative Assistant handle matters related to establishment and accounts.

The seatwise workload and requirement of Assistants is given below:

Sl.No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1.	A	1826.17	273.93	225	2325.10
2.	B	861	129.15	225	1215.15
Total					3540.25
Present strength					2
Manpower Index					2.08

In the light of the above, the existing posts of Administrative Assistant, Assistant, Computer Assistant and Office Attendants may be retained without any changes.

Farms Division :

Farm operations are managed by the Farm Manager with the help of Farm Officers and labourers. Two posts of Farm Officers are lying vacant and two daily wage hands are appointed to perform the duties.

In view of the above, it is recommended to fill up the vacancies of Farm officer.

Technical Division:

The duty of the Lab Assistant of the Station is to assist research works in Tissue Culture Lab, Bio Control Lab and Soil Analytical Lab. It is recommended to fill up the existing vacancy.

10.11(iii) Recommendations

- 1) It is recommended to fill up the vacancies of Farm officer and do away with the system of engaging staff on contract basis/ daily wages.
- 2) It is recommended to fill up the existing vacancy of Lab Assistant.

10.12 Agronomic Research Station, Chalakkudy

The Agronomic Research Station was established in 1972 by the Department of Agriculture, Kerala. The KAU took over the station in 1973 for implementing the Co-ordinated project for research on water management sponsored by ICAR. The Scheme started functioning from July 1974.

The lead functions are water management for rice and rice-based cropping system and other annual crops. The verification functions include agro-techniques in rice and rice-based cropping system. The AICRP on water management is functioning at this centre from 1974. The total area of the mainland is 8.95 Ha.

10.12(i) Details of Staff

Department	Name of the Post	Sanctioned	Occupancy	Vacancy
<i>Non-Plan</i>				
PBGN	Professor	1	1	0
Agricultural Entomology	Professor	1	0	1
Agronomy	Assistant Professor	1	0	1

S&WE	Professor	1	1	0
Agronomy	Professor	2	2	0
Agricultural Engineering	Professor	1	1	0
SS& Agricultural Chemistry	Assistant Professor	1	1	0

Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Administrative Assistant	1	1	0
Office Superintendent	1	1	0
Assistant	2	2	0
Computer Assistant	1	1	0
Office Attendant	2	2	0

Details of Farm Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Farm Superintendent	1	1	0
Farm Manager Gr.II	1	1	0
Farm Officer	5	2	3
Permanent Labourers	23	18	5
Casual labourers	13	9	4

Technical Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
LDV Driver	1	1	0
Pump Operator	1	1	0
Lab Assistant	2	1	1

10.12(ii) Workload and Man Power Requirement Analysis**Scientific Division:**

It is recommended to fill up the vacant posts of Assistant Professors.

Administration Division:

The Professor and Head is assisted by an Administrative Assistant. The two Assistants posted under the Administrative Assistant handle matters related to establishment and bills/accounts.

The seatwise workload and requirement of Assistants is given below:

Sl.No.	Seat	File Work	P&F Allowance	Non-File Work	Total
1.	B	1539	230.85	225	1994.85
2.	A	1355	203.25	225	1783.25
Total					3778.10
Present strength					2
Manpower Index					2.2

The existing posts of Administrative Assistant, Assistant, Office Superintendent, Computer Assistant and Office Attendant may be retained.

Farms Division:

It is recommended to fill up the vacancies of Farm Officer and Labourers and Lab Assistant (Technical staff).

10.12(iii) Recommendations

- 1) It is recommended to fill up the vacant posts of Assistant Professors.
- 2) The existing posts of Administrative Assistant, Assistant, Office Superintendent, Computer Assistant and Office Attendant may be retained.

3) It is recommended to fill up the vacancies of Farm Officer and Labourers and Lab Assistant (Technical staff).

10.13 Cashew Research Station, Madakkathara

The Cashew Research Station, Madakkathara, comprising a farm area of 90 acres (36.4 Ha) was established in the year 1973. The lead function of the centre is research on cashew. The All India Co-ordinated Cashew Improvement Project is functioning at this centre from 1973.

10.13(i) Details of staff

Scientists

Name of the Post	Sanctioned	Occupancy	Vacancy
Associate Professor	1	1	0
Assistant Professor (AICRP)	2	1 (Daily wage)	2
Assistant Professor (Non-Plan)	1	0	1

Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Administrative Assistant	1	1	0
Assistant	2	2	0
Computer Assistant	1	1	0
Class IV	2	2 (Daily wage)	0
Clerical Assistant	1	1 (Daily wage)	0

Farm Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Farm Superintendent	1	1	0
Farm Manager Gr.II/ Farm Officer	2	2* (daily wages)	2
Grafter	1	1	0
Labourers	29	13	16

Technical Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Sr.Technical Assistant	1	0	1
Junior Technical Assistant	1	1	0
Lab Assistant	1	1 (Daily wages)	1
LDV Driver	1	1	0

10.13(ii) Workload and Man Power Requirement Analysis**Scientific Division:**

It is recommended to fill up the vacant posts of Assistant Professors.

Administration Division:

The Assistant Professor and head I/C is assisted by an Administrative Assistant. The two Assistants posted under the Administrative Assistant handle matters related to establishment and accounts.

The seatwise workload and requirement of Assistants is given below:

Sl.No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	Accounts 1	1545	231.75	225	2001.75
2	Establishment	2517	377.55	225	3119.55
Total					5121.3
Present strength					2
Manpower Index					3.01

<i>Additional manpower proposed</i>	1
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In the light of the above, it is proposed to shift the excess post of Assistant in ARS, Anakkayam to this station and works may be redistributed accordingly. The existing posts of Administrative Assistant, Computer Assistant, Clerical Assistant and Office Attendants may be retained without any changes. It is proposed to appoint regular hands in posts which are now occupied by daily wages staff.

Farms Division:

Farm operations are managed by the Farm Superintendent with the help of Farm Officers/ Farm Managers and Labourers. The sales- cum- information centre and the staff involved are also under the direct supervision of the Farm Superintendent. The study revealed that:

- ◆ One post each of Farm Officer (Agri.) and Farm Manager Gr.II are lying vacant and two daily wage hands are appointed to perform the duties.
- ◆ There are many vacant posts of Labourers which adversely affect the works in the farms, especially during peak seasons.

In view of the above, it is recommended to fill up the vacancies of Farm officer (Agri) and Farm Manager Gr.II and fill up the vacancies of Labourers.

Technical Division:

It is recommended to fill up the vacancies and do away with the system of engaging staff on contract basis/ daily wages.

10.13 (iii) Recommendations

- 1) It is recommended to fill up the vacant posts of Assistant Professors.
- 2) It is proposed to shift the excess post of Assistant in ARS, Anakkayam to this station and works may be redistributed accordingly.

3) It is recommended to fill up the vacancies of Farm Officer (Agri.) and Farm Manager Gr.II and fill up the vacancies of Labourers.

4) It is recommended to fill up the vacancies of Sr. Technical Assistant and Lab Assistant and do away with the system of engaging staff on contract basis/ daily wages.

10.14 Banana Research Station, Kannara

Banana Research Station, Kannara was established in 1963 at Marakkal, Kannara as a Centre of the Department of Agriculture for conducting research exclusively on Banana and Jackfruit. The Station was transferred to Kerala Agricultural University in 1972 and came under the NARP Central Zone in 1983. The Station has a land area of 17.3 ha.

10.14(i) Details of Staff

Departments

Department	Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Non-plan					
Agronomy	Professor	1	0	1	
Horticulture	Professor	1	1	0	
Entomology	Associate Professor	1	0	1	
Externally aided					
Horticulture	Associate Professor (Horticulturist)	1	1	0	
-do-	Junior Horticulturist	1	1	0	

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	st (Assistant Professor)				
Entomology	Junior Entomologi st (Assistant Professor)	1	1	0	
Plant Pathology	Junior Plant Pathologist	1	1	0	

Office Staff

Name of the Post	Sanctioned	occupancy	Vacancy	Remarks
Administrative Assistant	1	1	0	
Assistant	3	3	0	
Office Superintendent	1	1	0	
Computer Assistant	1	1	0	
Office Attendant	5	5	0	2 in office and 3 in various divisions

Farm Staff

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Farm Superintendent	1	1	0	
Farm Manager	3	2	1	1 daily wages

Permanent Labourers	46	43	3	
Casual Labourers	20	4	16	

Technical Staff

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Technical Officer	1	1	0	
LDV Driver	1	0	1	
Pump Operator	1	1	0	
Lab Assistant	1	1	0	

10.14 (ii) Workload and Man Power Requirement Analysis**Scientific Division:**

It is recommended to fill up the vacant posts.

Administration Division:

The Professor and Head is assisted by an Administrative Assistant. The 3 Assistants posted under the Administrative Assistant handle matters related to establishment, purchase and accounts.

The seatwise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	BRS-1	2069	310.35	225	2200.05
2	BRS-2	1819	272.85	225	2316.85
3	BRS-3	1968	295.2	225	2488.2
Total					7005.1
Present strength					3
Manpower index					4.1
Additional manpower proposed					1

In the light of the above, it is proposed to shift one post of Assistant found excess from KAU Press , Mannuthy to this station and work may be redistributed accordingly. The other existing posts may be retained without any changes. It is proposed to appoint regular hands in posts which are now occupied by daily wages staff, if any.

Farms Division:

Farm operations are managed by the Farm Superintendent with the help of Farm Officers/ Farm Managers and Labourers. Hence, it is recommended to retain the existing posts of Farm Superintendent, Farm Managers and two vacant posts of Farm Managers may be filled up urgently and person engaged on daily basis/ contract basis may be dispensed with.

The 3 vacant posts of Permanent Labourers and 16 vacant posts of Temporary Labourers may be filled up urgently.

Technical Division:

It is recommended to retain the existing posts of Technical staff and the vacant post of LDV Driver may be filled up urgently.

10.14(iii) Recommendations

- 1) It is recommended to fill up the vacant posts in the scientific division.
- 2) It is proposed to shift one post of Assistant from KAU Press, Mannuthy to this station and work may be redistributed accordingly.
- 3) It is recommended to fill up existing the vacancies of Farm Manager and Permanent and Casual Labourers.
- 4) It is recommended to retain the existing posts of Technical staff and the vacant post of LDV Driver may be filled up.

10.15 Pepper Research Station, Panniyur

The Pepper Research Station (PRS), Panniyur is a pioneer in the field of black pepper research in the country. The PRS comprises a farm area of 26.495 Hectares. It was established as a small scheme station in 1949 under the erstwhile Madras Department of Agriculture. The present location of the station was selected in 1952-53. The Pepper Research Station carries out research in crop improvement, crop management and crop protection of pepper. The first pepper hybrid, Panniyur-1, which was released from this station in 1967, has become synonymous with black pepper. The Station was honoured with ICAR-Chaudhary Devi Lal outstanding AICRP Centre Award during 2017-18.

10.15(i) Details of staff

Scientists

Name of the Post	Sanctioned	Occupancy	Vacancy
Professor	1	1	0
Associate Professor	1	0	1
Assistant Professor	5	2	3

Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Administrative Assistant	1	1	0
Office Superintendent	1	1	0
Assistant	3	3	3
Computer Assistant	1	1	0
Class IV	3	2	1

Farm Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Farm Manager	1	1	0
Farm Officer	4	2	2

Permanent Labourers	15	15	0
Casual labourers	16	11	5

Technical Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
LDV Driver	1	1 (Temp.)	0
Pump Operator	1	0	1
Lab Assistant	1	1(Temp.)	0

10.15 (ii) Workload and Man Power Requirement Analysis**Scientific Division:**

It is recommended to fill up the vacant posts of Assistant Professors.

Administration Division:

The Professor and Head of the Research Station is assisted by an Administrative Assistant, three Assistants, One Office Superintendent, one Computer Assistant, three Office Attendants. The Assistant in P1 seat dealt with Establishment, Purchase and Labour. P2 seat dealt with Accounts, Cash, maintenance of accounts through UFAST, bill and Assistant in P3 seat dealt with Purchase, Farm and Labour.

The seatwise workload and requirement of Assistants is given below:

Sl.No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.
1.	P1	1353.22	202.98	225	1781.2
2.	P2	1246	186.9	225	1657.9

3.	P3	1628.52	244.28	225	2097.80
Total					5536.9
Present strength					3
Manpower Index					3.2

In the light of the above, it is proposed to retain the existing posts in the administration division without any changes. It is recommended to fill up the vacancy of Office Attendant in the Station.

Farms Division:

Farm operations are managed by the Farm Manager with the help of Farm Officers and Labourers. The sales-cum-information centre is also under the direct supervision the Farm Manager.

The study revealed that:

- ◆ Two posts of Farm Officer are lying vacant and two daily wage hands are appointed to perform the duties.
- ◆ Five vacant posts of Casual Labourers which adversely affect the works in the farms may be filled urgently.

In view of the above, it is recommended to fill up the vacancies of Farm Officer and Labourers.

Technical Division:

It is recommended to fill up the existing vacancy of LDV Driver and do away with the system of engaging staff on daily wages.

10.15(iii) Recommendations

- 1) It is recommended to fill up the vacant posts of Assistant Professors.
- 2) It is proposed to retain the existing posts in the administration division without any changes.

- 3) It is recommended to fill up the vacancies of Farm Officer and Labourers.
- 4) It is recommended to fill up the existing vacancy of LDV Driver and do away with the system of engaging staff on daily wages.

CHAPTER-11

ORGANIZATIONAL SETUP, WORK MEASUREMENT & ANALYSIS OF COLLEGES UNDER KERALA AGRICULTURAL UNIVERSITY

11.1 College of Agriculture, Vellayani

College of Agriculture, Vellayani is a major academic and research institution under the Kerala Agricultural University, which contributed a lot of scientists to the Agriculture sector. The total number of students in this college in 2018 was 886. The number of teaching departments of this college is 21 now.

11.1(i) Details of Staff

Teaching and allied staff

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Dean	1	0	1	In charge
Professor (Research Coordination)	1	1	0	
Associate Director of Research /Extension	4	0	4	
Professor/ Associate Professor/ Assistant Professor	115	62+25*	28	* temporary
Lab Assistant	23	23	0	
Assistant Librarian	2	2	0	
Library Assistant / Reference Assistant	3	1+2*	0	*temporary
Hostel Matron	1	1	0	
Cook cum Caretaker	1	0	1	

Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Administrative Officer	1	1	0	
Section Officer	9	9	0	
Office Superintendent	5	5	0	
Assistant	18	18	0	
Computer Assistant	12	12	0	
Office Attendant	39	20+ 7*	12	*Temporary
Hostel Manager	2	1*	2	*Temporary
Duplicating Machine Operator	1	1	0	
Bus Attendant Gr.II	3	3	0	

Farm Staff

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Farm Superintendent (Agri.)	1	1	0	
Farm Officer (Agri.)	10	1	9	
Farm Assistant (Vety.)	3	3	0	
Permanent Labourer	4	0	4	

Technical Staff

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Technical Supervisor	2	1	1	
Vehicle Supervisor	1	1	0	
HDV driver	2	1	1	
LDV Driver	4	1	3	

11.1(ii) Workload and Man Power Requirement Analysis

Academic Division:

It is recommended to fill up the vacant teaching posts with regular hands.

Administration Division:

The Professor and Dean is assisted by the Administrative Officer and 9 Section Officers. The 18 Assistants posted under the Administrative Officer handle matters related to establishment, academic, bills/accounts and purchases.

The seatwise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	Audit 2	1279	191.85	225	1695.85
2	Audit 3	1146.02	171.90	225	1542.92
3	AC(2)	907	136.05	225	1268.05
4	Acd Ag(1)	1801.12	270.17	225	2296.29
5	Acd Ag(2)	1313	196.95	225	1734.95
6	Acd Ag(3)	1310.82	196.62	225	1732.44
7	Acd Ag(4)	1422.55	213.38	225	1860.93
8	GL/A1	1157	173.55	225	1555.55
9	GL/B1	833.45	125.02	225	1183.47
10	GL/B2	842	126.3	225	1193.3
11	SP1	1226	183.9	225	1634.9
12	SP2	895	134.25	225	1254.25
13	BS(1)	1146.7	172.01	225	1543.71
14	BS(2)	1320	198	225	1743

15	CC1	1869	280.35	225	2374.35
16	CC2	1284	192.6	225	1701.6
17	CC3	1881	282.15	225	2388.15
18	ES(1)	1564.7	234.71	225	2024.41
19	ES(2)	1344.7	201.71	225	1771.41
20	ES(3)	1202.9	180.44	225	1608.34
21	AW(1)	928.96	139.34	225	1293.3
Total					35401.17
<i>Present Strength</i>					21 (sanctioned 18+ 3 Daily wages)
<i>Manpower Index</i>					20.8

The existing posts in the Administration Division, except for the posts of Assistants and Office Attendants, may be continued as such. As regards the posts of Assistants, it is seen that though the sanctioned strength is 18, 3 are working on daily wages basis, in addition to the sanctioned strength. The manpower index comes to 20.8, which means that 21 posts are required in the college. So it is proposed to create 3 additional posts of Assistants in this College taking into account the results obtained through the manpower requirement analysis. The works may be redistributed evenly after internal deliberations.

There are 39 sanctioned posts of Office Attendants in the College of Agriculture, Vellayani. After detailed analysis, it is recommended to shift 5 posts of Office Attendants from this college to Directorate of Students' Welfare, FSRS, Sadanandapuram, College of Agriculture, Padannakkad, Centre for e-Learning, Vellanikkara and Department of Vegetable Science,

Vellanikkara. One post of Office Attendant each may be allotted to these stations.

The practice of engaging persons on contract basis in regular posts maybe discontinued.

Farms Division:

Farm operations are managed by the Farm Superintendent with the help of Farm Officers, Farm Assistants and Permanent Labourers. Nine posts of Farm Officers are lying vacant. As regards to the posts of Permanent Labourers, 4 posts are lying vacant.

Hence, it is recommended to fill up the vacancy of Farm Officers and Permanent Labourers. The other existing posts may be continued as such.

Technical Division:

It is recommended to retain the existing posts of Technical Staff and to fill up the existing vacancies. The system of engaging staff on contract /daily basis may be dispensed with.

11.1(iii) Recommendations

- 1) It is recommended to fill up the teaching posts with regular hands.
- 2) The existing posts in the Administration Division, excluding the posts of Assistants and Office Attendants, may be continued as such. With regard to the post of Assistants, it is proposed to create 3 additional posts taking into account the results obtained through the manpower requirement analysis. Works may be redistributed evenly after internal deliberations. The practice of engaging persons on contract basis in regular posts maybe discontinued.
- 3) It is recommended to shift 5 posts of Office Attendants from this college to Directorate of Students' Welfare, FSRS, Sadanandapuram,

College of Agriculture, Padannakkad, Centre for e-Learning, Vellanikkara and Department of Vegetable Science, Vellanikkara. One post of Office Attendant each may be allotted to these stations.

4) It is recommended to fill up the vacancies of Farm Officers and Permanent Labourers.

5) It is recommended to retain the existing posts of Technical Staff and to fill up the existing vacancies. The system of engaging staff on contract /daily basis may be dispensed with.

11.2 College of Co-operation, Banking and Management, Vellanikkara

The College of Co-operation, Banking and Management was established in the year 1981 at Vellanikkara in Thrissur. The College is the brainchild of visionaries who had foreseen the need for a multi-disciplinary innovative management institution to impart education and undertake research and extension in the field of agriculture and related institutional support sector by blending agricultural input supply chain, post-harvest activities and managerial talents for the benefit of the agricultural sector and rural development. The College was granted an independent status since April 1985. The College has been recognized as a resource centre by several national level institutions for hosting training programmes, workshops, summer institutes, seminars and short courses. Presently the College is offering a four year professional management degree, B.Sc. (Hons.) C&B, post graduate programme, M.Sc. (C & B) with three specializations (Co-operative Management, Rural Marketing Management, Rural Banking and Finance Management), a Doctoral

programme in Rural Marketing Management and MBA in Agribusiness Management.

11.2(i) Details of Staff

Teaching staff

Department	Name of the Post	Sanctioned	Occupancy	Vacancy
Rural Marketing Management	Professor, Associate Professor & Assistant Professor	8	2	6
Rural Banking and Finance Management	Associate Professor and Assistant Professor	6	1	5
Development Economics	Professor , Associate Professor and Assistant Professor	7	1	5
Co-operative Management	Professor , Associate Professor and Assistant Professor	8	5	3
Computer Science	Assistant Professor	1	1	0
Agri.Extension	Assistant Professor	1	1	0
Agri.Statistics	Associate Professor and Assistant Professor	2	0	2
Physical	Assistant Professor	1	0	1

Education				
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Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Administrative Officer	1	1	0
Assistant Librarian	1	0	1
Section Officer	2	2	0
Office Superintendent	2	2	0
Assistant	7	6	1 (1 Temp working)
Computer Assistant	3	2	1 (1 Temp working)
Hostel Manager	1	0	1 (3 Temp working)
Office Attendant	6	2	4

Farm Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Permanent Labourers	3	2	1 (1 Temp working)

Technical Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Lab Assistant	1	1	0
Duplicating Machine Operator	1	1	0
Driver	1	1	0

11.2(ii) Workload and Man Power Requirement Analysis**Academic Division:**

It is recommended to fill up the vacancies of teaching posts with regular hands.

Administration Division:

The Associate Dean is assisted by the Administrative Officer and 2 Section Officers. The 7 Assistants posted under the Administrative Officer handle matters related to establishment and bills/accounts, academic and purchases.

The seatwise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance	Non-File Work	Total
1	Establishment 1	859.15	128.87	225	1213.02
2	Academic1	1344.07	201.61	225	1770.68
3	Accounts 1	1654	248	225	2127
4	Academic2	1234.31	185.14	225	1644.45
5	General	1032.47	154.87	225	1412.34
6	Accounts 2	1431.77	214.76	225	1871.53
7	MBA (ABM)	750.08	112.51	225	1087.59
Total					11126.61
Present Strength					7
Manpower Index					6.54

In the light of the above, it is proposed to retain the 7 posts of Assistants and work may be redistributed evenly after internal discussions. The other existing posts may be retained without any changes.

It is proposed to appoint regular hands in posts which are now occupied by daily wages staff, if any. The practice of engaging persons on contract basis in regular posts maybe discontinued.

Farms Division:

It is recommended to fill up the existing vacancy of one Permanent Labourer and the system of engaging Labourers on contract/daily basis may be dispensed with.

Technical Division:

The existing posts may be retained.

11.2(iii) Recommendations

- 1) It is recommended to fill up the vacancies in teaching posts with regular hands.
- 2) It is proposed to retain the seven existing posts of Assistants and work may be redistributed equally. The other existing posts may be retained without any changes. It is proposed to appoint regular hands in posts which are now occupied by daily wages staff, if any. The practice of engaging persons on contract basis in regular posts maybe discontinued.
- 3) It is recommended to fill up the existing vacancy of Permanent Labourer and the system of engaging Labourers on contract/daily basis may be dispensed with.
- 4) The existing posts of technical staff may be retained.

11.3 College of Horticulture, Vellanikkara

The College of Horticulture, Vellanikkara is one of the main Colleges under Kerala Agricultural University. Associate Dean is the Head of the College and Administrative Officer Gr.I is the head of the Administrative Wing (*Now Senior Administrative Officer in the cadre of Joint Registrar*). The College is divided into 21 Teaching Departments with 600 students undergoing UG, PG, and Ph.D Courses, 132 teaching staff ,

89 supporting staff and 142 permanent Labourers. The extent of the land of the College is 18.708 Ha.

11.3(i) Details of Staff

Teaching Staff

The College is divided into 21 Departments with 132 teaching staff.

Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Administrative Officer Gr.I	1	1	0
Section Officer	5	5	0
Office Superintendent	3	3	0
Assistant	18	15	3
Computer Assistant	5	5	0
Deputy Librarian	1	1	0
Matron	1	1	0
Library Assistant	1	1	0
Hostel Manager	1	1	0
Office Attendant	10	8	2

Farm Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Farm Superintendent	1	1	0
Farm Manager Gr.I	3	2	1
Farm Officer	12	11	1
Permanent Labourers	142	32	110

Technical Staff

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Junior Programmer	1	0	1	
Technical Officer	2	1	1	
Technician	2	1	0	

Technical Assistant	2	0	2	
Lab Assistant Gr.II	3	2	1	
Lab Assistant Gr.III	11	12*	0	1 post on AICRP
Process. Tech. Assistant	1	0	1	
LDV Driver	3	2	1	
Duplicating Machine Operator	2	2	0	

11.3(ii) Workload and Man Power Requirement Analysis

Academic Division:

It is recommended to fill up the vacancies of teaching posts with regular hands.

Administration Division:

The Associate Dean is assisted by the Administrative Officer and 5 Section Officers. Though there are 18 sanctioned posts of Assistants, only 15 are in position. The Assistants posted under the Administrative Officer handle matters related to establishment and bills/accounts, academic and purchase.

The seatwise workload and requirement of Assistants is given below:

Sl.No.	Seat	File Work	P&F Allowance	Non-File Work	Total
1	GL (3)	1072.9	160.93	225	1458.83
2	Cash	1936.85	290.53	225	2452.38
3	Bill (1)	1052.29	157.84	225	1435.13
4	Acad (3)	1150.86	168.12	225	1543.98

5	Acad (1)	1517.61	227.64	225	1970.25
6	GL (1)	1016.24	152.44	225	1393.68
7	GL (2)	1120.37	168.05	225	1513.42
8	Estt- 3	1300.29	195.04	225	1720.33
9	Estt-2	1734.34	260.15	225	2219.49
10	Estt-1	1625.05	243.76	225	2093.81
11	Acad (2)	3321.44	498.22	225	4044.66
12	AA 1	1933.57	290.04	225	2448.61
13	Cash	1521.11	228.17	225	1974.28
14	AA2	1335.56	200.33	225	1760.89
15	AA3	1150.58	172.58	225	1548.16
Total					29577.9
Present Strength					15
Manpower Index					17.39
Additional Manpower required					3

On the basis of Manpower Index, the required number of Assistants is 18, which is on par with sanctioned strength. At the time of the study, three posts were lying vacant and the workload was shared by the incumbents. Hence it is recommended to fill up the vacancies. The other posts in the Administrative Wing may be continued as such. The works of the Assistants may be evenly redistributed after internal deliberations. The practice of engaging persons on contract basis in regular posts maybe discontinued.

Farms Division:

Farm operations are managed by the Farm Superintendent with the help of Farm Officer, Farm Manager and Labourers. One post each of Farm Officer and Farm Manager are lying vacant. As regards the posts of Permanent Labourers, 110 posts are lying vacant. Hence, it is

recommended to fill up the vacancies of Farm Officer, Farm Manager and Permanent Labourers.

Technical Division:

It is recommended to fill up the vacancies and the system of engaging staff on contract /daily basis may be dispensed with.

11.3(iii) Recommendations

- 1) It is recommended to fill up the teaching posts with regular hands.
- 2) On the basis of Manpower Index, the required number of Assistants is 18, which is on par with sanctioned strength. At the time of the study, three posts were lying vacant and the workload was shared by the incumbents. Hence it is recommended to fill up the vacancies.
- 3) It is recommended to fill up the vacancies of Farm Officer, Farm Manager and Permanent Labourers.
- 4) It is recommended to fill up the vacancies of Technical Staff and the system of engaging staff on contract /daily basis may be dispensed with.

11.4 College of Forestry, Vellanikkara

The Ministry of Agriculture, Government of India, had identified the Kerala Agricultural University as one of the institutions to start forestry education programme. Accordingly, the College of Forestry was established in the University in 1986. Since then, the College of Forestry was functioning as a constituent college of the Faculty of Agriculture till 2012. However, considering the importance of forestry education, a separate faculty of forestry was constituted in 2012. The Dean is the head of the Institution.

11.4(i) Details of Staff

Teaching staff

Department	Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Non-Plan					
NRM	Professor (Dean)	1	1	0	
Forest Biology & Tree improvement	Professor, Associate Prof & Assistant Professor	7	2	5	
Natural Resource Management	Professor, Associate Prof & Assistant Professor	6	2	4	
Forest products and Utilisation	Professor, Associate Prof & Assistant Professor	4	1	3	
Supportive and allied courses	Assistant Professor	5	0	5	
Wildlife Sciences	Professor, Associate Prof & Assistant Professor	4	2	2	

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Silviculture & Agroforestry	Professor, Associate Prof & Assistant Professor	6	1	5	
Externally Aided					
AICRP on Agroforestry	Professor & Assistant Professor	3	3	0	

Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Administrative Officer	1	1	0	
Section Officer	1	1	0	
Office Superintendent	1	1	0	
Reference Assistant	1	1	0	
Assistant	5	5	0	
Computer Assistant	3	3	0	
Bus Attendant	1	0	1	
Office Attendant	3	2	1	
Hostel Manager	1	0	1	
Matron	1	0	1	

Farm Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Farm Officer	3	3	0

Technical Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Technical Assistant	2	0	2
LDV Driver	2	1	1
HDV Driver	1	0	1
Lab Assistant Grade II	1	1	0
Lab Assistant Grade III	3	3	0

11.4 (ii) Workload and Man Power Requirement Analysis**Academic Division:**

It is recommended to fill up the vacancies of teaching posts with regular hands.

Administration Division:

The Associate Dean is assisted by the Administrative Officer and a Section officer. The 5 Assistants posted under the Administrative Officer handle matters related to establishment and bills/accounts, academic and purchases.

The seatwise workload and requirement of Assistants is given below:

Sl.No.	Seat	File Work	P&F Allowance	Non-File Work	Total
1	GL (1)	445	66.75	225	736.75
2	Accounts	1864.94	279.74	225	2369.68
3	EA (2)	1390.46	208.57	225	1824.03
4	Academic	931.52	139.73	225	1296.25

5	EA (1)	1070.16	160.52	225	1455.68
Total					7682.39
Present strength					5
Manpower index					4.51

In the light of the manpower requirement analysis, it is proposed to retain the existing posts of Assistants. It is seen that there is disparity in the workload of Assistants. So it is recommended to redistribute the work after internal discussions. The other existing posts may be retained without any changes. It is proposed to fill up the vacancies and to appoint regular hands in posts which are now occupied by daily wages staff, if any. The practice of engaging persons on contract basis in regular posts may be discontinued.

Farms Division:

The posts may be retained.

Technical Division:

It is recommended to fill up the vacancies and the system of engaging staff on contract /daily basis may be dispensed with.

11.4(iii) Recommendations

- 1) It is recommended to fill up the teaching posts with regular hands.
- 2) It is proposed to retain the existing posts of Assistants. The other existing posts may be retained without any changes. It is proposed to fill up the vacancies and to appoint regular hands in posts, if any, which are now occupied by daily wages staff. The practice of engaging persons on contract basis in regular posts may be discontinued.
- 3) It is recommended to fill up the vacancies of Technical Staff and the system of engaging staff on contract /daily basis may be dispensed with.

11.5 Academy of Climate Change Education and Research

The Academy of Climate Change Education and Research (ACCER) is an institution established by Kerala Agricultural University in 2010 to study about climate change under the faculty of agriculture. The campus is situated at Vellanikara and has a five-year course on M.Sc. (Integrated) Climate Change Adaptation, with the intake of 20 students.

11.5 (i) Details of Staff

Teaching and allied Staff

Name of the Post	Sanctioned	occupancy	Vacancy	Remarks
Special Officer	1	1	0	
Scientific Officer	1	1	0	
Assistant Professor	8	8*	8	*temporary
Librarian	1	1*	0	*temporary

Office staff

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Section Officer	1	1	0	
Assistant	2	2	0	
Computer Assistant	1	1	0	
Office Attendant	1	1*	0	*Temporary
LDV driver	1	1*	0	*Temporary
PTS	1	1*	0	*Temporary
Matron	1	1*	0	*Temporary

11.5 (ii) Workload and Man Power Requirement Analysis

Academic Division:

It is recommended to fill up the vacant posts of Assistant Professor and Librarian with regular hands.

Administration Division:

The Special Officer is assisted by a Section Officer. The two Assistants posted under the Administrative Assistant handle matters related to establishment and bills/accounts.

The seatwise workload and requirement of Assistants is given below:

Sl.No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	Assistant1	1232	184.8	225	1641.8
2	Audit B	1590	238.5	225	2053.5
Total					3695.3
Present strength					2
Manpower Index					2.2

The existing posts of Section Officer, Assistant, Computer Assistant, Office Attendant, LDV Driver, Part time Sweeper and Matron may be retained and regular hands may be appointed against those posts which are now occupied by daily wages hands. The practice of engaging persons on contract basis in regular posts may be discontinued.

11.5 (iii) Recommendations

- 1) It is recommended to fill up the vacant posts of Assistant Professor and Librarian with regular hands.
- 2) The existing posts of Section Officer, Assistant, Computer Assistant, Office Attendant, LDV Driver, Part time Sweeper and Matron may be retained. The practice of engaging persons on contract basis in regular posts may be discontinued.

11.6 Kelappaji College of Agricultural Engineering and Technology, Tavanur

The Rural Institute, Tavanur, forerunner of the present KCAET, was established during the early 1960's to impart basic skill courses and training in agriculture and allied sectors. When KAU was established in 1972, the Rural Institute was taken over and amalgamated to KAU in 1975 by the name 'Institute of Agricultural Technology'.

The College is having an instructional Farm of an extent of 99 acres, a Dairy Unit having 16 cattle and a State- of -the art information- cum- sales unit. Current intake capacity for undergraduate programme is 277, UG is 45 and Ph.D is 16. There are five Departments under the faculty. During the year 2017-18 , the number of students was 338.

11.6 (i) Details of Staff

Teaching Staff

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Dean	1	1	0	
Professor	7	4	3	2 temporary
Associate Professor	11	6	5	
Assistant Professor	33	12	21	

Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Administrative Officer	1	1	0	
Section Officer	4	4	0	
Office Superintendent	2	2	0	
Assistant	11	13*	0	2 posts in schemes
Computer Assistant	4	3	1	
Assistant Librarian	1	0	1	
Reference Assistant	1	1	0	
Matron	1	1	0	
Library Assistant	1	0	1	
Hostel Manager	1	0	1	
Computer Operator	1	0	1	temporary
Office Attendant	12	5	7	
Bus Attendant	1	0	1	

Farm Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Farm Officer	6	4	2
Farm Assistant (Vety.)	1	1	0
Permanent Labourer	49	38	11

Technical Staff

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Junior Programmer	1	1	0	
Audio Visual Operator	1	0	1	
Assistant Engineer	1	0	1	
Overseer Grade I	2	0	2	
Lab Assistant	6	6	0	
Driver HDV	1	0	1	

Driver LDV	3	1	2	
DMO	1	1	0	
Pump Operator	2	1	1	
Technician	4	4	4	7 temp.
Trade Assistant	7	0	7	

11.6 (ii) Workload and Man Power Requirement Analysis

Academic Division:

It is recommended to fill up the teaching posts with regular hands.

Administration Division:

The Professor and Dean is assisted by the Administrative Officer and four Section Officers. The 11 Assistants posted under the Administrative Officer handle matters related to establishment and bills/accounts and purchases.

The seatwise workload and requirement of Assistants is given below:

Sl.No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	A1	1269	190.35	225	1684.35
2	A2	1050	157.5	225	1432.5
3	A3	1566	234.90	225	2025.90
4	B1	1331.91	199.79	225	1756.70
5	B2	1849.48	277.422	225	2351.90
6	B3	1134.88	170.23	225	1530.11

7	C1	1363	204.45	225	1792.45
8	C2	1401.85	210.28	225	1837.13
9	C3	1621.12	243.17	225	2089.29
10	D1	1259.77	188.97	225	1673.74
11	D2	1379	206.85	225	1810.85
12	D3	2170.32	325.55	225	2720.87
13	AICRP on FIM	405	60.75	225	690.75
Total					23396.54
Present Strength					13
Manpower index					13.76
Additional manpower required					1

There are 11 sanctioned posts of Assistants and 2 posts in schemes. On the basis of manpower requirement analysis, 14 posts of Assistants are required in the College. This has been arrived at taking into account the workload of the Assistants sanctioned under different schemes. In the light of the above, one more post of Assistant over and above the sanctioned strength of 11, may be created. It is seen that the workload of AICRP on FIM is meagre. It is learnt that the FIM project files are dealt in B3 & C2 seats. These works may be transferred to the AICRP on FIM seat. As regards the other seats, works may be redistributed evenly after internal deliberations. All other existing posts in the Administration Division may be continued as such. The practice of engaging persons on contract basis in regular posts maybe discontinued.

Farms Division:

Farm operations are managed by the Farm Officer with the help of Farm Assistant and Labourers. Two posts of Farm Officer are lying vacant.

As regards the posts of Permanent Labourers, 11 posts are lying vacant. It is recommended to fill up the vacancy of Farm Officers and Permanent Labourers.

Technical Division:

It is recommended to fill up the vacancies and the system of engaging staff on contract /daily basis may be dispensed with.

11.6(iii) Recommendations

- 1) It is recommended to fill up the teaching posts with regular hands.
- 2) The existing posts in the Administration Division, excluding the posts of Assistants, may be continued as such. As regards the posts of Assistants, it is proposed to create one additional post taking into account the results obtained through the manpower requirement analysis. Works may be redistributed evenly after internal deliberations. The practice of engaging persons on contract basis in regular posts maybe discontinued.
- 3) It is recommended to fill up the vacancy of Farm Officer and Permanent Labourers.
- 4) It is recommended to fill up the vacancies of Technical Staff and the system of engaging staff on contract /daily basis may be dispensed with.

11.7 College of Agriculture, Ambalavayal

The Kerala Agricultural University started the College of Agriculture, Ambalavayal with the intention of capacity building for human resources development in the area of hi-tech farming, especially for high range crops. The other objectives are to strengthen UG and PG education in agriculture, horticulture and allied subjects and to strengthen research capabilities, to address farmers' problems and to take up research in major horticulture and agriculture crops for the State in general and that of high range in particular and to strengthen farmer-participatory research,

development and extension activities in the district. The College has been functioning from the academic year 2018-19, utilizing the infrastructure and human resources available at Regional Agricultural Research Station, Ambalavayal. Sixty students are admitted in the four year (8 Semesters) B.Sc. (Hons.) Agriculture course.

11.7 (i) **Details of Staff**

Teaching Staff

No post of teaching faculty has been created for the College.

Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Assistant	1	1	0
Class IV	2	2	0

11.7 (ii) **Workload and Man Power Requirement Analysis**

As per ICAR norms, the strength of teaching staff should be 45 after four years of starting the course. However, in extreme cases it can be 31 and a few courses can be completed by hiring the teachers. The strength of technical & supporting staff is 41 in various categories, as per norms fixed by the ICAR. At present, there is an Assistant and two Class IV staff attached to the College. The workload in the college will increase every subsequent year with the fresh intake of students. In the light of the above, taking into account the minimum staff strength required for the functioning of the new College, it is recommended to create one supervisory post in the ministerial section, i.e., a post of Section Officer. The post of Section Officer, found excess after the amalgamation of Finance Pension A & B may be shifted to this college. One post of Computer Assistant from University Central Library may be shifted to this

college. One post of Assistant and one post of Laboratory Assistant Grade II on □ 19000-43600 may be created.

11.7 (iii) **Recommendations**

It is recommended to shift the post of Section Officer, found excess after the amalgamation of Finance Pension A & B, to this college.

ii) One post of Computer Assistant from University Central Library may be shifted to this college.

iii) One post of Assistant and one post of Laboratory Assistant Grade.II on ? 19000-43600 may be created.

11.8 **College of Agriculture, Padannakkad**

The College of Agriculture, Padannakkad is situated in Kasaragod, the northern-most district of Kerala. The college was established in the year 1994, as the third agricultural college under the Faculty of Agriculture of the Kerala Agricultural University. Since then, it has envisioned a wide range of improvements and developments in academic, research and extension needs of the Northern Zone of Kerala. At present there are 21 departments functioning in the College.

The college offers four year professional degree programmes in Agriculture, B.Sc.Hon.(Ag.). Current intake capacity for undergraduate programme is 100 at present. The college is also offering Post Graduate Programmes in Agronomy, Entomology, Plant Breeding & Genetics, Agricultural Chemistry and Soil Science, Plant Pathology and Horticulture. During the academic year 2017-18, the total number of students was 285.

The college has an Instructional farm. In addition to the regular field trips and training as part of the academic requirements, various other extension activities are undertaken in the college. Agro-clinics and village

adoption programme are certain specific extension activities carried out in the college for the effective transfer of technology. Besides, agricultural entrepreneurship development training is also given to the students.

11.8 (i) Details of Staff

Teaching staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Teaching staff	66	31	35

Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Administrative Officer	1	1	0
Section Officer	3	3	0
Office Superintendent	1	1	0
Assistant	7	5	2* (two daily wages hands engaged)
Computer Assistant	3	2	1
Assistant Librarian	1	1	0
Matron	1	1	0
Library Assistant	2	1	1
Hostel Manager	1	1	0
Data Entry Operator	1	1	0
Office Attendant	3	3	0

Farm Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Farm Superintendent	1	1	0
Farm Manager Gr.I	1	1	0
Farm Officer	2	1	1
Permanent Labourer	36	36	0

Casual Labourer	1	1	0
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Technical Staff

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Senior Technical Supervisor	1	1	0	
Duplicating Machine Operator	1	1	0	
Pump Operator	1	0	1	
Lab Assistant	5	2	3	2 temporary
Driver HDV	1	1	0	
Driver LDV	1	1	0	

11.8 (ii) Workload and Man Power Requirement Analysis**Academic Division:**

It is recommended to fill up the teaching posts with regular hands.

Administration Division:

The Professor and Associate Dean is assisted by the Administrative Officer and three Section officers. The two Assistants posted under the Administrative Assistant handle matters related to establishment and bills/accounts.

The seatwise workload and requirement of Assistants is given below:

Sl.No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non- File Work	Total (hrs.)
1	A1	1826	273.9	225	2324.9

2	A2	1842	276.30	225	2343.30
3	A3	970	145.5	225	1340.5
4	Acad1	1858	278.7	225	2361.7
5	E1	1151	172.65	225	1548.65
6	E2	1196	179.4	225	1600.4
7	G1	1846	276.9	225	2347.9
Total					13867.35
Present strength					7
Manpower Index					8.15
Additional manpower proposed					1

The existing posts in the Administration Division, other than the posts of Assistants, may be continued as such. As regards the posts of Assistants, it is proposed to create one additional post taking into account the result of the manpower requirement analysis. The works may be redistributed evenly after internal deliberations. The practice of engaging persons on contract basis in regular posts maybe discontinued.

Farms Division:

Farm operations are managed by the Farm Superintendent with the help of Farm Officers/ Farm Managers and Labourers. One post of Farm Manager is lying vacant. It is recommended to fill up the vacancy of Farm Manager.

Technical Division:

It is recommended to fill up the vacancies and do away with the system of engaging staff on contract basis/ daily wages.

11.8(iii) Recommendations

- 1) It is recommended to fill up the teaching posts with regular hands.

- 2) The existing posts in the Administration Division, other than posts of Assistant, may be continued as such. As regards the posts of Assistants , it is proposed to create one more post, taking into account the results of the manpower requirement analysis. The works may be redistributed evenly after internal deliberations. The practice of engaging persons on contract basis in regular posts maybe discontinued.
- 3) It is recommended to fill up the vacancy of Farm Manager.
- 4) It is recommended to do away with the system of engaging staff on contract basis/ daily wages.

CHAPTER 12**ORGANIZATIONAL SETUP, WORK MEASUREMENT & ANALYSIS OF INSTRUCTIONAL FARMS****12.1 Instructional Farm, Vellayani**

The main activities of the Farm are imparting training on Agro-Techniques, providing facilities for work experience to students and providing facilities for research programmes.

12.1(i) Details of staff**Academic:**

Name of the Post	Sanctioned	Occupancy	Vacancy
Professor	1	3*	*2 Professors are working in the post of Assistant Professor
Assistant Professor	5	1 + 2*	2

Office:

Name of the Post	Sanctioned	Occupancy	Vacancy
Administrative Officer	1	1	0
Section Officer	2	2	0
Office Superintendent	1	1	0
Assistant	7	7	0
Computer Assistant	2	2	0
Class IV	4	1	3
Watchman	2	0	2

Farm:

Name of the Post	Sanctioned	Occupancy	Vacancy
Farm Superintendent	1	1	0
Farm Manager Gr.I	1	1	0
Farm Officer	7	7 (2 perm.+5 temp.)	0
Gardener	3	0	3
Mali	3	0	3
Estate Farm worker	21	3	18
Permanent Labourer	146	146	0
Casual Labourer	48	48	0

Technical:

Name of the Post	Sanctioned	Occupancy	Vacancy
LDV Driver	1	1	0
Tractor Driver	2	2	0

12.1(ii) Workload and Man Power Requirement Analysis**Scientific Division:**

It is recommended to fill up the vacant posts.

Administration Division:

The Professor and Head is assisted by an Administrative Officer. There are two Section Officers and 7 Assistants.

The seatwise workload and requirement of Assistants is given below:

Sl.No.	Seat	File Work	P&F Allowance	Non-File Work	Total
1	F1	1267	190	225	1682
2	F2	855	128.25	225	1208.25

3	F3	1151.5	172.72	225	1549.22
4	F4	596	89.4	225	910.4
5	F5	656	98.4	225	979.4
6	F6	664	99.6	225	988.6
7	F7	1079	161.85	225	1465.85
Total					8783.72
Present strength					7
Manpower Index					5

The existing posts of Administrative Officer, Section Officers, Office Superintendent, Office Attendant and Watchman may be retained. The vacancies, if any, in the aforementioned posts may be filled up.

The man power requirement analysis for the post of Assistant revealed that works are not evenly distributed among the Assistants. Among the 7 Assistants, four have workload much lower than the standard norms. The analysis revealed that only 5 posts of Assistants are required for the smooth functioning of the centre, if works are judiciously reallocated. The excess posts of Assistants, one post each, may be shifted to Coconut Research Station, Balaramapuram and IFSRS, Karamana.

Farms Division:

It is recommended to fill up the vacancies.

12.1(iii) Recommendations

- 1) It is recommended to fill up the vacant posts, if any, in the academic division.
- 2) The existing posts of Administrative Officer, Section Officers, Office Superintendent, Office Attendant, Computer Assistant and Watchman may be retained. The vacancies, if any, in the aforementioned posts may be filled up.

3) The excess posts of Assistants, one post each, may be shifted to Coconut Research Station, Balaramapuram and IFSRS, Karamana.

12.2 Instructional Farm, Vellanikkara

The Instructional Farm Vellanikkara, which is attached to College of Horticulture, Kerala Agricultural University, was established on 1988. It consists of 60 Hectares of land. The important crops are coconut, fruit trees, spices, vegetables, and tuber crops. A nursery and vegetable seeds production units are also important components of the farm. In this Farm, the departments of the University conducts experiments in Agroforestry, Medicinal plants and Cocoa. The main source of revenue comes from the sale of ripe and tender coconuts, nursery plants and vegetable seeds.

The main activities of the farm are imparting training to UG/PG students on Agro-Techniques of crops, conducting research on coconut, mango, cocoa, vegetables, medicinal plants and agro forestry, maintaining varietal collections of fruits and plantation crops especially coconut and mango, production of Foundation / Certified Seeds of vegetables, production of planting materials of coconut, areca nut, mango, jack, sapota, nutmeg, pepper, acid lime, ornamental plants etc., providing facilities for work experience courses of students and providing facilities for PG/ Departmental research programmes.

12.2(i) Details of staff

Scientists

Name of the Post	Sanctioned	Occupancy	Vacancy
Associate Professor	1	1	0
Assistant Professor	1	1	0

Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
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Administrative Assistant	1	1	0
Assistant	3	2	1
Computer Assistant	1	1	0
Class IV	1	1	0

Farm Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Farm Superintendent	1	1	0
Farm Manager Gr.I	1	0	1
Farm Manager Gr.II/ Farm Officer	2	0	2
Labourer	23	4	19

12.2(ii) Workload and Man Power Requirement Analysis**Administration Division:**

The Head of the Station is assisted by an Administrative Assistant. Three Assistants posted under the Administrative Assistant handle matters related to establishment and accounts.

The seatwise workload and requirement of Assistants is given below:

Sl.No.	Seat	File Work	P&F Allowance	Non-File Work	Total
1	A1	527.69	79.15	225	831.84
2	A2	856.99	128.55	225	1210.54
3	A3	688.21	103.23	225	1016.44
Total					3058.82
Present strength					3
Manpower Index					1.8
Required manpower for the Station					2

In the light of the above, it is proposed to shift one post of Assistant found excess from this Station to RARS, Pilicode. The posts of Computer Assistant and Class IV may be retained.

Farms Division :

Farm operations are managed by the Farm Superintendent with the help of Farm Officers/ Farm Managers and labourers.

- ◆ One post of Farm Manager and two posts of Farm Manager Gr.II/Farm Officer are lying vacant.
- ◆ There are four vacant posts of Labourers which adversely affect the works in the farms.

In view of the above, it is recommended to fill up the vacancies of Farm Manager, Farm Manager Gr.II/Farm Officer and labourers.

12.2(iii) Recommendations

- 1) It is recommended to shift one post of Assistant from this Farm to RARS, Pilicode. All other administrative posts may be retained.
- 2) It is proposed to fill up the vacancies of Farm Manager, Farm Manager Gr.II/Farm Officer and Labourers.

CHAPTER 13

ORGANIZATIONAL SETUP, WORK MEASUREMENT & ANALYSIS OF ENGINEERING, ELECTRICAL AND MECHANICAL DIVISIONS

13.1 Engineering Division, Kumarakom

The Engineering Wing under the Directorate of Physical Plant of Kerala Agricultural University has two Engineering Divisions one at Kumarakom and second at Tavanur. Engineering Division at Kumarakom has two sub divisions:

1. Engineering Sub Division, Vellayani
2. Engineering Sub Division, Kumarakom

13.1(i) Details of Staff:

Technical Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Executive Engineer	1	1	0
Assistant Engineer	3	1	2
Overseer	4	0 (2 temporary)	4
LDV Driver	1	1	0

Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Section Officer	1	1	0
Assistant	2	2	0
Computer Assistant	1	1	0
Class IV	1	1	0

13.1(ii) Workload and Man Power Requirement Analysis

Technical Division

The Executive Engineer is the Head and Drawing and Disbursing Officer of Engineering Division. He is the authority to tender and arrange

all works up to one Crore. Tendering of Civil works at Kumarakom, Mancompu, Thiruvalla, Vytilla, Kayamkulam, Kottarakkara, Vellayani, Karamana, Sadananadapuram and Balaramapuram Stations of Kerala Agricultural University, tender related works such as scrutiny, checking and sanctioning of estimates, issue of technical sanction for civil works, scrutiny and checking of work bill of civil works, making payments of works, providing technical assistance to sub-divisional officers and inspection of civil works at the above Stations are also entrusted with the Executive Engineer. Three Assistant Engineers and four Overseers are the supporting staff in the technical division. However, two posts of Assistant Engineers and all posts of Overseers are lying vacant. Two temporary staff are engaged in the posts Overseers. It is recommended to fill up the vacancies and do away with the system of engaging staff on contract basis/ daily wages.

Administration Division:

Administration division consists of a Section Officer, two Assistants, a Computer Assistant and an Office Attendant.

The workload of the Assistants is given below:

Sl.No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non- File Work	Total (hrs.)
1	A	842	126.3	225	1193.3
2	B	1086.5	162.98	225	1474.48
Total					2267.78
Present strength					2
Manpower Index					1.6

In the light of work load analysis, it recommended to retain all administrative posts in the Engineering Division, Kumarakom.

13.1(iii) **Recommendations**

- 1) It is recommended to fill up the vacancies of technical staff and do away with the system of engaging staff on contract basis/ daily wages.
- 2) It is recommended to retain all sanctioned posts in the Administrative Division of the Engineering Division, Kumarakom.

13.2 **Engineering Sub Division, Vellayani**

Engineering Sub Division Vellayani comes under the jurisdiction of Engineering Division Kumarakom. This Sub Division executes all construction and maintenance works at Balaramapuram, Karamana, Sadanandapuram, Kayamkulam Stations and Agricultural College Campus, Vellayani.

13.2(i) **Details of Staff**

Technical Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Assistant Executive Engineer	1	1	0
Assistant Engineer	3	0 (2 temporary)	3
Overseer	3	0	3
Technician/ Technical Supervisor	3	1(2 temporary)	2
LDV Driver	1	1	0
Pump Operator	4	4	0

Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
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Section Officer	1	1	0
Assistant	1	1	0
Computer Assistant	1	1	0
Class IV	1	1	0

13.2(ii) Workload and Man Power Requirement Analysis

Technical Division

The Assistant Executive Engineer is the Head and Drawing and Disbursing Officer of Engineering Sub Division. He is also the Controlling Officer of drinking water supply system of Agricultural College Campus, Vellayani. The Assistant Executive Engineer supervises all civil works of Southern Region of Kerala Agricultural University which includes Coconut Research Station, Balaramapuram, Integrated Farming Research Station, Karamana, Onattukara Regional Agricultural Research Station, Kayamkulam, Farming System Research Station and KVK, Kottarakkara.

Three Assistant Engineers, three Overseers and three Technicians support the Assistant Executive Engineer. One post of Assistant Engineer, two posts of Technicians and all three posts of Overseers are lying vacant. Two Overseers and two Technicians are appointed on temporary basis to perform duties. It is recommended to fill up the vacancies and do away with the system of engaging staff on contract basis/ daily wages.

Administration Division:

The Administrative Staff of the Engineering Sub Division includes a Section Officer, an Assistant, a Computer Assistant and an Office Attendant. The workload of the Assistant is given below:

Seat	File Work	P&F Allowance	Non-File Work	Total
Admn.	1066	159.9	225	1450.9

<i>Total</i>	1450.9
<i>Present strength</i>	1
<i>Manpower Index</i>	0.9

In the light of work load analysis, it recommended to retain all administrative posts within the Engineering Sub Division, Vellayani.

13.2 (iii) **Recommendations**

- 1) It is recommended to fill up the vacancies of technical staff and do away with the system of engaging staff on contract basis/ daily wages.
- 2) It is recommended to retain all sanctioned posts in the Administrative Division of the Engineering Sub Division, Vellayani.

13.3 **Engineering Sub Division, Kumarakom**

Engineering Sub Division Kumarakom comes under the jurisdiction of Engineering Division Kumarakom. This Sub Division executes all construction and maintenance works at Rice Research Station, Vytilla, Agricultural Research Station, Thiruvalla, Rice Research Station Mancompu and Region Agricultural Research Station, Kumarakom.

14.3(i) **Details of Staff**

Technical Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Assistant Executive Engineer	1	1	0
Assistant Engineer	1	0	1
Overseer	2	0 (2 temporary)	2

Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Assistant	1	1	0
Part-time Sweeper	1 (temporary)	1	0

13.3(ii) Workload and Man Power Requirement Analysis

Technical Division

The Assistant Executive Engineer is the Head and Drawing and disbursing Officer of the Division. He provides technical assistance to the Executive Engineer to check measurements of civil works, drawings, designs and estimates, inspection of works at Rice Research Station, Vytilla, Agricultural Research Station, Thiruvalla, Rice Research Station Moncompu and Region Agricultural Research Station, Kumarakom. One Assistant Engineer and two Overseers are the other technical staff in the Division. The post of Assistant Engineer and Overseers are lying vacant. Two temporary staff are engaged as Overseers. It is recommended to fill up the vacancies and do away with the system of engaging staff on contract basis/ daily wages. It is also recommended to retain the existing posts without any change.

Administration Division:

An Assistant and a Part-time Sweeper are the staff in the Administrative Division of the Engineering Sub Division.

The workload of the Assistant is given below:

Sl.No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	A	1746	261.9	225	2232.9
Total					2232.9
<i>Present strength</i>					1

<i>Manpower Index</i>	1.3
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In the light of above, it is recommended to retain the existing posts in the Administration Division.

13.3(iii) Recommendations

- 1) It is recommended to fill up the vacancies of technical staff and do away with the system of engaging staff on contract basis/ daily wages.
- 2) It is recommended to retain all sanctioned posts in the Administration Division of the Engineering Sub Division Kumarakom.

13.4 Engineering Division, Tavanur

The Engineering Division at Tavanur supervises the civil construction and maintenance works in Padannakkad, Panniyur, Pilicode, Manjeswaram, Nileswaram Stations and the Engineering College Campus. It also has an overall control and management of Ambalavayal, Pattambi and Anakkayam Stations.

13.4(i) Details of Staff

Technical Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Executive Engineer	1	1	0
Assistant Executive Engineer	1	1	0
Assistant Engineer	4	1 (2 temporary)	3
Overseer	3	0 (3 temporary)	3
LDV Driver	1	0 (1 temporary)	1

Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Section Officer	1	1	0
Assistant	1	1	0

Office Superintendent	1	1	0
Class IV	2	2	0
Part Time Sweeper	1	0 (1 temporary)	1

13.4(ii) Workload and Man Power Requirement Analysis

Technical Division:

The Executive Engineer is the Head and Drawing and Disbursing Officer of Engineering Division. He is the authority to tender and arrange all works up to one crore. An Assistant Executive Engineer, four Assistant Engineers and three Overseers are the supporting staff in the technical division. However, three posts of Assistant Engineers and all posts of Overseers are lying vacant. Temporary staff are engaged in the two posts of Assistant Engineers and three posts of Overseers respectively. The post of LDV Driver is also vacant and a temporary hand is engaged. It is recommended to fill up the vacancies and do away with the system of engaging staff on contract basis/ daily wages.

Administration Division:

Administration division consists of one sanctioned post of Section Officer, an Assistant, an Office Superintendent and two sanctioned posts of Office Attendant. There is also a post of Part-time Sweeper which is lying vacant. A temporary hand is engaged in this post.

The workload of the Assistant is given below:

Sl.No.	Seat	File Work	P&F Allowance (@15% of file work in	Non-File Work	Total (hrs.)

			hours)		
1	General	1208.49	181.27	225	1614.76
Total					1614.76
Present strength					1
Manpower Index					0.95

In the light of work load analysis, it recommended to retain all posts of office staff in the Engineering Division, Tavanur.

13.4 (iii) **Recommendations**

- 1) It is recommended to fill up the vacancies of technical staff and do away with the system of engaging staff on contract basis/ daily wages.
- 2) It is recommended to retain all sanctioned posts of in the Administration Division of the Engineering Division, Tavanur.

13.5 **Engineering Sub Division, Mannuthy**

Engineering Sub Division is established at Mannuthy, Thrissur. It is headed by an Assistant Executive Engineer.

14.5(i) The existing staff pattern of the centre is given below:

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Assistant Executive Engineer	1	1	0	
Assistant Engineer	3	3	0	
Overseer Gr.I	3	0	3	
Assistant	1	1	0	
Computer Assistant	1	1	0	
Office Attendant	1	1	0	

13.5(ii) **Workload and Man Power Requirement Analysis**

Engineering Division

Three posts of Overseer Gr.I are lying vacant. Hence, it is recommended to fill up the existing vacancies urgently.

Administration Division:

The Assistant posted here handle matters related to establishment, purchase and accounts.

The workload and requirement of Assistant is given below:

Sl.No.	Seat	File Work	P&F Allowance	Non-File Work	Total
1	General	563	84.45	225	872.45
Total					872.45
<i>Present strength</i>					1
<i>Manpower Index</i>					0.51

In the light of the above manpower requirement analysis, it is proposed to retain the existing one post of Assistant. The other existing posts may be retained without any changes. It is proposed to fill up the vacancies and to appoint regular hands in posts which are now occupied by daily wages staff, if any.

13.5 (iii) Recommendations

- 1) It is recommended to fill up the existing vacancies of Overseer Gr.I.
- 2) It is recommended to retain the existing one post of Assistant. The other posts may be retained without any changes. The practice of engaging Labourers on daily/contract basis may be dispensed with.

13.6 Engineering Sub Division, Vellanikkara

Engineering Sub Division, Vellanikkara is working under the control of Directorate of Physical Plant. The Sub Division is headed by an Assistant Executive Engineer.

14.6(i) the existing staff pattern of the centre is given below:

Technical Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Assistant Executive Engineer	1	1	0
Assistant Engineer	4	3	1
Overseer Gr.I	4	0 (4 temporary)	4
Permanent Labourer	9	1 (5 temporary)	8
Cook Cum Care Taker	1	0	1
LDV Driver	1	0 (1 temporary)	1

Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Assistant	1	1	0
Computer Assistant	1	1	0
Class IV	2	2 (1 on working arrangement)	1

13.6 (ii) Workload and Man Power Requirement Analysis**Engineering Division**

One post of Assistant Engineer and 4 posts of Overseer Gr.I are lying vacant. Also, 8 posts of Permanent Labourer, one post each of Cook -Cum- Care Taker and LDV Driver are lying vacant. Hence, it is recommended to fill up the vacancies urgently. An Office Attendant is engaged on working arrangement.

Administration Division:

The Assistant posted here handles matters related to establishment, purchase and accounts. There is also a sanctioned post of Computer

Assistant and two Office Attendants. One of the two Office Attendants is on working arrangement basis.

The seatwise workload and requirement of Assistant is given below:

Sl.No.	Seat	File Work	P&F Allowance	Non-File Work	Total
1	General	925.70	138.86	225	1289.56
Total					1289.56
<i>Present strength</i>					1
<i>Manpower Index</i>					0.76

In the light of the above manpower requirement analysis, it is proposed to retain the existing post of Assistant. The other existing posts may be retained without any changes. It is proposed to fill up the vacancies and to appoint regular hands in posts which are now occupied by daily wages staff, if any.

13.6 (iii) **Recommendations**

- 1) It is recommended to fill up the vacancies urgently.
- 2) It is proposed to retain the existing post of Assistant. The other existing posts may be retained without any changes. It is proposed to fill up the vacancies and to appoint regular hands in posts which are now occupied by daily wages staff, if any. The practice of Working Arrangement may be dispensed with.

13.7 **Electrical Sub Division, Vellayani**

Electrical Sub Division Vellayani executes all electrical works at Vellayani, Balaramapuram, Karamana, Sadanandapuram, Thiruvalla, Kayamkulam, Moncompu, Kumarakom, Vytilla and Pampadumpara Stations of Kerala Agriculture University. Apart from regular electrical

works, the assessment of load for new electrical connections, load regularisation and installation of new transformers in these Stations are also done by the Electrical Sub Division.

13.7 (i) Details of staff

Technical Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Assistant Executive Engineer	1	0	1 (since 2017)
Assistant Engineer	2	2	0
Overseer	2	0	2
Technician	1	0	1
Lineman	1	0	1

Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Assistant	1	1	0
Computer Assistant	1	1	0
Class IV	1	1	0

13.7 (ii) Workload and Man Power Requirement Analysis

Technical Division

The Assistant Executive Engineer is the Head and Drawing and Disbursing Officer of Electrical Sub Division. He is responsible for all activities of the Sub Division and represents the Station in various meetings. However, the post is vacant since 2017.

The two Assistant Engineers in the Sub Division assist the Assistant Executive Engineer in the supervision of works. They are responsible for the proper execution of all work sections under their charge. The Assistant Engineer I is responsible for works in CRS Balaramapuram, Vellayani (Offices, Laboratories, college buildings, class rooms and yard lights), IFRS

Karamana, FSRS Sadanandapuram, KVK, Kollam, CRS Pampadumpara and ORARS, Kayamkulam. The Assistant Engineer II looks after the works in Vellayani (hostels, pump houses and quarters), RARS Kumarakom, ARS Thiruvalla, RRS Moncompu, RRS Vytilla and PRS Vazhakkualm.

Overseers assist the Assistant Engineers in performing duties and they supervise the works under the Sub Division. The Lineman assists the electrical maintenance in various sites as per the directions of the Assistant Engineer.

One post each of Technician and Lineman and two posts of Overseer are lying vacant. It is recommended to fill up the vacancies and do away with the system of engaging staff on contract basis/ daily wages. It is also recommended to retain the existing posts without any change.

Administration Division:

An Assistant, a Computer Assistant and an Office Attendant support the works of technical staff in the Electrical Sub Division.

The workload of the Assistant is given below:

Sl.No.	Seat	File Work	P&F Allowance	Non-File Work	Total
1	Establishment	749	112.35	225	1086.35
Total					1086.35
<i>Present strength</i>					1
<i>Manpower Index</i>					0.6

In the light of work load analysis, it recommended to retain all administrative posts within the Electrical Sub Division, Vellayani.

13.7 (iii) Recommendations

- 1) It is recommended to fill up the vacancies of technical staff and do away with the system of engaging staff on contract basis/ daily wages.

2) It is recommended to retain all sanctioned posts in the Administrative Division of the Electrical Sub Division, Vellayani.

13.8 Electrical Sub Division, Vellanikkara

14.8(i) The present staff strength of the Electrical Sub Division, Vellanikkara is as follows:

Technical Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Assistant Executive Engineer	1	0	1
Assistant Engineer	2	0	2
Technical Supervisor	1	0	1
Technician	3	0	3
Overseer Gr.I	2	2	0
Lineman	1	1	0
Trade Apprentice	2	0	2

Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Assistant	1	1	0
Computer Assistant	1	1	0
Office Attendant	1	1	0

Farm Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Permanent Labourer	6	3	3
Casual Labourer	2	0	2

13.8(ii) Workload and Man Power Requirement Analysis

Technical Division

The post of Assistant Executive Engineer and two posts of Assistant Engineers are lying vacant at the time of study. One post of Technical Supervisor, 3 posts of Technicians and 2 posts of Trade Apprentice are also lying vacant.

Hence, it is recommended to fill up the existing vacancies urgently. It is also recommended to retain the existing technical posts without any change.

Administration Division:

An Assistant, a Computer Assistant an Office Attendant are posted in the Administration Division.

The workload of the Assistant is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Works	Total
1		908.88	136.33	225	1270.21
Total					1270.21
Present strength					1
Manpower Index					0.74

In the light of the manpower index analysis, it is recommended to retain the existing post of Assistant in the Administration Division. The other existing posts may be retained without any changes.

Farms Division:

Farm operations are managed by the Permanent Labourers. Three posts of Permanent Labourer and two posts of Casual Labourer are lying vacant. Hence, it is recommended to fill up the vacancies urgently.

13.8(iii) Recommendations

- 1) It is recommended to fill up the existing vacancies urgently. It is also recommended to retain the existing technical posts without any change.
- 2) It is recommended to retain the existing post of Assistant in the Administration Division. The other existing posts may be retained without any change.
- 3) It is recommended to fill up the existing vacancies of Farm Staff.

13.9 Mechanical Sub Division, Vellanikkara

Mechanical Sub Division, Vellanikkara is under the control of Directorate of Physical Plant. The Sub Division is headed by an Assistant Executive Engineer (Mechanical). Mechanical Sub Division controls water supply arrangements in the Main Campus. It is also responsible for the maintenance and repairs of vehicles under the KAU and management and controlling of staff and students' trips of university bus.

13.9(i) The existing staff pattern of the centre is given below:

Technical Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Assistant Executive Engineer	1	1	0
Assistant Engineer	4	3	1
Overseer Gr.I	2	0 (1 temporary)	2
Permanent Labourer	10	3 (3 temporary)	7
Cook- cum- Care Taker	1	0	1
Pump Operator	6	6	0
LDV Driver	1	0 (1 temporary)	1

Casual Labourer	4	0 (2 temporary)	
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Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Assistant	1	2 (one on daily wage)	0
Computer Assistant	1	1	0
Class IV	2	1	1

13.9 (ii) Workload and Man Power Requirement Analysis**Engineering Division**

One post of Assistant Engineer and 2 posts of Overseer Gr.I are lying vacant. Also, 7 posts of Permanent Labourer, four posts each of Cook Cum Care Taker and LDV Driver are lying vacant. Hence, it is recommended to fill up the existing vacancies urgently. An Office Attendant is engaged on working arrangement.

Administration Division:

There is only one sanctioned post of Assistant in the Office. However a daily wage employee is also engaged as Assistant. There is a sanctioned post of Computer Assistant and two sanctioned posts of Office Attendants. One post of Office Attendant is vacant.

The seatwise workload and requirement of Assistant is given below:

Sl. No.	Seat	File Work	P&F Allowance	Non-File Work	Total
1	Establishment & Accounts	1891.08	283.66	225	2399.74
Total					2399.74
Present strength					1

<i>Manpower Index</i>	<i>1.41</i>
<i>Additional manpower proposed</i>	<i>1</i>

In the light of the manpower index analysis, it is proposed to create one post of Assistant in the Mechanical Sub Division, Vellanikkara. The other existing posts may be retained without any changes. It is proposed to fill up the existing vacancies and to appoint regular hands in posts which are now occupied by daily wages staff, if any.

13.9(iii) **Recommendations**

- 1) It is recommended to fill up the existing vacancies urgently.
- 2) It is proposed to create one post of Assistant. The other existing posts may be retained without any changes.
- 3) It is proposed to fill up the existing vacancies and to appoint regular hands in posts which are now occupied by daily wages staff, if any. The practice of engaging daily wage employees in addition to sanctioned posts may be dispensed with.

CHAPTER 14

ORGANIZATIONAL SETUP, WORK MEASUREMENT & ANALYSIS OF OTHER CENTRES/UNITS/SCHEMES, etc.

14.1 Central Training Institute, Mannuthy

The Central Training Institute was established at Mannuthy in 1986 with its sub-unit at Vellayani as a special sub-project under the National Agricultural Extension Project (NAEP). Over the years CTI has moved from being dependent on Plan funds to make training a revenue generating activity of the University. It has progressively improved its training delivery skills and effectiveness and ventured out to be a training provider for national and international clientele objectives.

14.1(i) Details of Staff

Training Staff

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Professor and Head	1	1	0	
Assistant Professor	2	1	1	

Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Section Officer	1	1	0	
Office Superintendent	1	1	0	
Assistant	2	2	0	
Computer Assistant	1	1	0	
Class IV	2	0	2	

Farm Staff

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Farm Officer	3	0	3	
Permanent Labourer	1	1	0	

14.1(ii) Workload and Man Power Requirement Analysis

Training Division:

It is recommended to fill up the vacant post of Assistant Professor.

Administration Division:

The Professor and Head is assisted by a Section Officer and two Assistants. The two Assistants handle matters related to establishment, training, purchase and accounts.

The seatwise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	Establishment	1460.56	219	225	1904
2	Purchase	1442.5	216.37	225	1883.87
Total					3787.87
Present strength					2
Manpower index					2.2

In the light of the manpower index analysis, it is proposed to retain the two posts of Assistants. The other existing posts may be retained without any changes. The two vacant posts of Class IV may be filled up urgently. It is proposed to appoint regular hands in posts which are now occupied by daily wages staff, if any.

Farms Division:

The vacant posts of Farm Officers may be filled up urgently.

14.1(iii) Recommendations

1) It is recommended to fill up the vacant post of Assistant Professor.

- 2) It is proposed to retain the two posts of Assistants and work may be redistributed equally.
- 3) It is recommended to retain the other existing posts without any changes.
- 4) The vacant posts of Class IV may be filled up urgently.
- 5) It is recommended to fill up the three vacant posts of Farm Officers.

14.2 Kerala Agricultural University Central Library, Vellanikkara

Kerala Agricultural University Library and Information System (KAULIS) is envisaged for the collection, organisation and dissemination of information on agriculture which includes crop and animal production, fisheries, forestry, nutrition and rural development. The KAULIS consists of the Central Library, College Libraries in 10 constituent colleges and libraries in Research Stations.

The unit for Library and Information Services was established in 1995 in the Kerala Agricultural University as per the provisions of the Kerala Agricultural University Act of 1971. Kerala Agricultural University Library and Information System (KAULIS) was formally inaugurated on 24th December, 1998.

14.2 (i) Details of Staff

Library

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Librarian	1	1	0	
Assistant Librarian	3	3	0	
Library Assistant	10	2	8	*6 Temporary

Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Section Officer	1	1	0	

Office Superintendent	1	1	0	
Assistant	2	1	1	*1 temporary
Computer Assistant	3	3	0	
Clerical Assistant	1	1	0	
Clerical Assistant (Library)	3	0	3	*3 temporary
Office Attendant	2	2	0	
Permanent Labourer	3	2	1	*1 temporary

Technical Staff

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
LDV Driver	1	0	1	*1 temporary
Duplicating Machine Operator	1	1	0	
Technician	1	0	1	*1 temporary

14.2(ii) Workload and Man Power Requirement Analysis**Library Division:**

It is recommended to fill up the vacant posts of Library Assistants.

Administration Division:

The Librarian is assisted by a Section Officer and two Assistants. One post of Assistant is lying vacant. The Assistant handles matters related to establishment, purchase and accounts.

The seatwise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	Establishment	506.71	76	225	807.71

2	Purchase	421.69	63.25	225	709.94
Total					1517.65
Present strength					2
Manpower index					0.89

In the light of the above, it may be noted that only one post of Assistant is needed in the centre whereas the occupancy is two. Hence, one post of Assistant found excess may be shifted to Agricultural Research Station, Mannuthy. One post of Computer Assistant is also found excess. That post may be shifted to College of Agriculture, Amabalavayal. The other existing posts may be retained without any changes. The 3 vacant posts of Clerical Assistants (Library) may be filled up urgently. It is proposed to appoint regular hands in posts which are now occupied by daily wages staff, if any.

Farms Division:

The vacant post of Permanent Labourer may be filled up.

Technical Division:

It is recommended to retain the existing posts of Technical staff and the vacant post of LDV Driver and Technician may be filled up urgently.

14.2(iii) Recommendations

- 1) One post of Assistant found excess may be shifted to Agricultural Research Station, Mannuthy.
- 2) One post of Computer Assistant may be shifted to College of Agriculture, Amabalavayal.
- 3) The vacant posts of Library Assistants may be filled up urgently.
- 4) It is recommended to fill up the existing vacancy of Permanent Labourer.

5) It is recommended to retain the existing posts of Technical staff and the vacant posts of LDV Driver and Technician may be filled up urgently.

14.3 Agricultural Technology Information Centre (ATIC), Mannuthy

With the objective of providing a single window system to make available information and resources of the Kerala Agricultural University for farmers, an Information and Sales Centre was established at Mannuthy in 1993. It was established as an independent unit under the administrative control of the Directorate of Extension. The conceptual clarity and proper co-ordination between the Centre and the production centres transformed it into an effective facility for the transfer of technology. This successful experiment prompted the Indian Council for Agricultural Research (ICAR) to develop a national project under the National Agricultural Technology Project (NATP) for dissemination of information and technology by implementing the Agricultural Technology Information Centre (ATIC). The Information and Sales Centre at Mannuthy was upgraded as ATIC in 2000 under NATP Project funded by ICAR. It is a single window support system linking the various units of research institution with intermediary users and farmers in decision making and problem solving exercises.

The objectives of the Agricultural Technology Information Centre (ATIC) are to provide a single window delivery system for agricultural information, products and technologies developed by the University with a view to deliver quality services to the clientele, to strengthen the farm advisory services by adopting a multi-disciplinary approach to problem solving, to provide mechanism for feedback from the end users to the

research system and to function as a repository of agricultural information pertaining to farming skills and practices, farm inputs and agricultural education.

14.3 (i) Details of staff

Scientists

Name of the Post	Sanctioned	Occupancy	Vacancy
Professor	1	1	0
Assistant Professor	1	0	1

Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Assistant	1	1	0
Class IV	2	1(1 temporary)	1

Farm Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Farm Superintendent	1	1	0
Farm Manager Gr.I	1	1	0

Technical Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
LDV Driver	1	1	0

14.3(ii) Workload and Man Power Requirement Analysis

Scientific Division:

It is recommended to fill up the vacant posts.

Administration Division:

The Professor and Head of the Centre is assisted by an Assistant and two Class IV staff.

The seatwise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1.	General	1590.74	238.61	225	2054.35
Total					2054.35
Present strength					1
Manpower Index					1.21

The man power index is 1.21. It is recommended to retain the sanctioned post of Assistant in the ATIC. One post of Office Attendant is vacant and a temporary hand is engaged. Hence it is recommended to fill up the existing vacancy and do away with system of engaging staff on contract basis /daily wages.

Farms Division:

A Farm Superintendent and a Farm Manager Gr.I are working in the Farms Division of ATIC. It is recommended to the retain these two sanctioned posts.

Technical Division:

The Centre has a sanctioned post of LDV Driver. It is recommended to retain this sanctioned post.

14.3(iii) **Recommendations**

- 1) It is recommended to fill up the vacant posts of Assistant Professors in the ATIC.
- 2) It is recommended to retain the post of Assistant and two Class IV posts in the Centre.

3) It is recommended to retain the posts of Farm Superintendent and Farm Manager Gr.I.

4) It is recommended to retain the sanctioned post of LDV Driver.

14.4 Centre for e-Learning, Vellanikkara

The Centre for e-Learning (CeL) has been established to provide learning avenues for rural youth and working professionals by way of online courses pertaining to agricultural technology and continuous learning. It offers technical information and technological advice online. Several online courses to impart knowledge and training to rural youth in agri-oriented entrepreneurship activities and farming aspects are also being offered through this centre. An agri-web portal operated by this centre provides instantaneous information and advice to farmers online. The objective of the Centre for E-Learning (CEL) is to make local and frontier areas of farm technology available to the farmers and all other agri-stakeholders round the year, free of cost.

14.4(i) The existing staff pattern of the centre is given below:

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Director	0	1	0	In full time working arrangement
Professor & Institutional Co-ordinator	0	1	0	In full time working arrangement
Assistant	1	1	0	
Computer Assistant	1	0	1	
Programmer	1	0	1	
Online course	0	1	0	On work

management- Technical Assistance				contract
Class-IV-Cum Sweeper	0	1	0	On work contract

14.4(ii) Workload and Man Power Requirement Analysis

Administration Division:

The Assistant posted here handles matters related to establishment, purchase and accounts.

The seatwise workload and requirement of Assistants is given below:

Sl.No.	Seat	File Work	P&F Allowance	Non-File Work	Total
1		1018.5	152.78	225	1396.28
Total					1396.28
<i>Present strength</i>					1
<i>Manpower Index</i>					0.82

In the light of the above manpower requirement analysis, it is proposed to retain the existing post of Assistant. The other existing posts may be retained without any changes. It is proposed to fill up the vacancies and to appoint regular hands in sanctioned posts, if any, which are now occupied by daily wages staff.

14.4(iii) Recommendations

- 1) It is proposed to retain the existing post of Assistant.
- 2) The other existing posts may be retained without any changes.

3) It is proposed to fill up the vacancies and to appoint regular hands in posts which are now occupied by daily wages staff, if any.

14.5 Communication Centre, Mannuthy

The Communication Centre of Kerala Agricultural University at Mannuthy was started in the year 1972. The mandate of the Centre is to disseminate new and appropriate farm technologies to various line departments, voluntary agencies, co-operative societies, commodity boards and farmers through various extension tools like seminars, trainings, field visits, and exhibitions and also through print and electronic media and online services. It also provides technical information support to the extension personnel of the State development departments and farmers.

The Communication Centre took a lead role in the execution of transfer of technology initiatives of the University in agriculture and allied areas. It organises state level workshops/seminars, exhibitions, training programmes, farm advisory services as well as information dissemination through print & electronic media and publications.

14.5(i) Details of staff

Scientists

Name of the Post	Unit	Sanctioned	Occupancy	Vacancy
Professor	Information	1	0	1
	Farm	6	1	5
	Advisory			
	Total	7	1	6
Associate Professor	Information	2	0	2
	Exhibition	1	0	1
	Publication	1	0	1

	Farm Advisory	6	3	3
	Total	10	3	7
Assistant Professor	Information	1	1	0
	Exhibition	1	1	0
	Farm Advisory	5	0	5
	Total	7	2	5

Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Administrative Assistant/Section Officer	2	2	0
Assistant	4	4	0
Computer Assistant	1	1	0
Class IV	2	2	0

Farm Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Farm Manager Gr.II/ Farm Officer	2	2	0

Technical Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Clerical Assistant/Lab Assistant Gr.III	1	1	0
Technical Supervisor	1	0	1
Photographer	1	0	1
Artist	1	0	1
LDV Driver	1	1	0

14.5(ii) Workload and Man Power Requirement Analysis**Scientific Division:**

The teaching staff of the Centre are engaged in the Information Unit, Exhibition Unit, Publication Unit and Farm Advisory Unit. Of the 24

sanctioned posts of teaching staff in Information, Exhibition, Publication and Farm Advisory Units, 18 posts are vacant. There are 6 vacant posts of Professors with one post in the Information Unit and 5 posts in Farm Advisory Unit. Seven posts of Associate Professors are vacant with 2 in Information Unit, 3 in Farm Advisory Unit and one post each in Exhibition and Publication Units respectively. All the five sanctioned posts of Assistant Professors in Farm Advisory Unit are vacant.

The publications, exhibitions and farm advisory measures make the Communication Centre as a significant link of the University with various stakeholders in the farming sector. Hence, it is necessary to strengthen the Centre to reach its full potential. Therefore, it is recommended to fill up the vacant posts of Professors, Associate Professors and Assistant Professors in all Units immediately.

Administration Division:

There are two sections each with two Assistants which support the Information, Exhibition, Publication and Farm Advisory Units of the Communication Centre.

The seatwise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	C1	978	146.7	225	1349.7
2	C2	897	134.55	225	1256.55
3	C3	675	101.25	225	1001.25
4	C4	617.5	92.63	225	935.13
Total					4542.63
<i>Present strength</i>					4
<i>Manpower Index</i>					2.7

In the light of work load analysis, it is found that only three posts of Assistant are required. However, when the vacant posts of teaching staff are filled up with regular hands, it will have considerable impact on the workload of the administration division too. Hence it is proposed to retain the four posts of Assistants in the Communication Centre.

Farms Division:

The Communication Centre has a division for rendering farm advisory services by diagnosing field problems and suggesting recommendations / remedial measures. Regular Farm Advisory Services were also offered in person, over phone and e-mail. Two Farm Manager Gr.II/ Farm Officers are working in the Communication Centre. It is proposed to retain these posts at the Centre.

Technical Division:

It is recommended to fill up the vacancies and do away with the system of engaging staff on contract basis/ daily wages.

14.5 (iii) Recommendations

- 1) It is recommended to fill up the vacant posts of Professors, Associate Professors and Assistant Professors in all Units of the Communication Centre.
- 2) It is recommended to retain the four posts of Assistants in the Administration Section of the Communication Centre.
- 3) It is recommended to retain the two posts of Farm Manager Gr.II/ Farm Officer.
- 4) It is recommended to shift one post of Office Superintendent from the General Administration wing of the KAU Hqrs. to this centre.
- 5) It is recommended to fill up the vacancies of technical staff and do away with the system of engaging staff on contract basis/ daily wages.

14.6 Kerala Agricultural University Press, Mannuthy

Kerala Agricultural University Press is located at Mannuthy in Thrissur. It is the official press for University publications.

14.6 (i) Details of Staff

Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Press Manager	1	0	1	
Assistant	3	3	0	
Computer Assistant	1	1	0	
Office Attendant	3	1	2	

Technical Staff

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
General Foreman	1	0	1	
Senior Foreman	1	0	1	
Junior Foreman	1	0	1	
Proof Reader	2	0	2	1 on deputation
Compositor	5	0	5	
Binder	10	0	10	
Helper	1	1	0	

14.6 (ii) Workload and Man Power Requirement Analysis

Administration Division:

The Head of the Press is the Press Manager (now vacant) and he is assisted by 3 Assistants posted under him. They handle matters related to establishment, purchase and accounts.

The seatwise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	P 1	706	105.9	225	1036.9
2	P 2	500	75	225	800
3	P 3	476	71.4	225	772.4
Total					2609.3
Present strength					3
Manpower index					1.53

In the light of the above, it may be noted that on the basis of manpower index, the required number of Assistants is only 2 whereas the occupancy is 3. Hence, one post of Assistant found excess may be shifted to Banana Research Station, Kannara. The other existing posts may be retained without any changes.

Technical Division:

It is recommended to fill up the vacancies of Technical Staff and the practice of engaging staff on contract/daily wages may be dispensed with.

14.6 (iii) Recommendations

- 1) It is recommended to fill up the vacant post of Press Manager.
- 2) One post of Assistant found excess may be shifted to Banana Research Station, Kannara. The other existing posts may be retained without any changes.
- 3) It is recommended to fill up the vacancies of Technical Staff and the practice of engaging staff on contract/daily wages may be dispensed with.

14.7 Training Service Scheme, Vellayani

Training Service Scheme is vested with the duty to identify training needs and organize training programmes undertaken by the KAU, to

strengthen the training capabilities of research stations and educational institutions under the KAU and to conduct follow-up work.

14.7(i) Details of Staff

Scientific Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Professor and Head	1	1	0
Assistant Professor	1	1	0

Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Assistant	1	1	0
Computer Assistant	1	1	0
Office Attendant	1	1	0

Farm Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Farm Officer	1	0	1

14.7(ii) Workload and Man Power Requirement Analysis

Scientific Division:

No remarks.

Administration Division:

The Professor and Head is assisted by an Assistant Section Officer with the help of Computer Assistant and Office Attendant.

The seatwise workload and requirement of Assistant is given below:

Sl.No.	Seat	File Work	P&F Allowance	Non-File Work	Total
1	General	562.5	84.37	225	871.87
Total					871.87
Present Strength					1

<i>Manpower Index</i>	<i>0.51</i>
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In the light of the above manpower requirement analysis, it is proposed to retain the existing one post of Assistant. The other existing posts may be retained without any changes.

Farms Division:

The post of Farm Officer is vacant now. Hence, it is recommended to fill up the existing vacancy of Farm Manager.

14.7(iii) Recommendations

- 1) It is proposed to retain the existing post of Assistant. The other existing posts may be retained without any changes.
- 2) It is recommended to fill up the existing vacancy of Farm Manager.

14.8 Department of Vegetable Science, Vellanikkara

The Department of Vegetable Science was established in the year 1955. UG courses commenced in the same year itself. PG and Ph.D. Courses are offered since 1976. The Department has been taking efforts to release many disease resistant and high yielding vegetable crop varieties.

The Department provides classroom facility for PG and UG courses. Laboratory facilities provided by the Department include seed Laboratory, seed processing building, processing yard, seed production field including one polyhouse, net house, mist chamber and rain shelter.

14.8(i) Details of Staff:

Scientific Staff

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Professor & Head	1	1	0	
Professor	5	1	4	
Associate Professor	1	0	1	

Assistant Professor	1	0	1	
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Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Assistant	1	1	0	
Computer Assistant	1	1	0	

Farm Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Farm Manager	1	1	1
Farm Officer	2	0	2
Permanent Labourers	25	2	23

Technical Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Lab Assistant	1	0	1

14.8(ii) Workload and Man Power Requirement Analysis**Scientific Division:**

It is recommended to fill up the vacant posts of Professors and Assistant Professors.

Administration Division:

There is only one sanctioned post of Assistant in the Department.

The seatwise workload and requirement of Assistants is given below:

Sl. No	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	General	1078.75	161.81	225	1465.5
Total					1465.5
<i>Present strength</i>					1

<i>Manpower Index</i>	0.86
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In the light of the manpower requirement analysis, it is proposed to retain the existing post of Assistant. The other existing posts may be retained without any changes. . It is suggested to fill up the vacancies with regular hands in posts which are now occupied by daily wages staff, if any.

Farms Division:

Farm operations are managed by the Farm Manager with the help of Farm Officers and Farm Assistant. The Study revealed that two posts of Farm Managers and 23 posts of Permanent Labourers are lying vacant.

Hence, it is recommended to fill up the vacancies of Farm Managers and Permanent Labourers.

Technical Division:

It is recommended to retain the post of Lab Assistant and the vacancy may be filled up urgently.

14.8(iii) Recommendations

- 1) It is recommended to fill up the vacant posts of Professors and Assistant Professors.
- 2) It is proposed to retain the existing post of Assistant. The other existing posts may be retained without any changes.
- 3) It is recommended to fill up the vacancies of Farm Managers and Permanent Labourers. The other existing posts may be retained without any change. It is proposed to fill up the vacancies with regular hands which are now occupied by daily wages staff, if any.
- 4) It is recommended to retain the post of Lab Assistant and the vacancy may be filled up urgently.

14.9 Plant Propagation and Nursery Management Unit

The Plant Propagation and Nursery Management Unit was established in 1989 with the objective of production and distribution of quality planting materials of fruit plants, plantation crops, spices, ornamental plants and vegetables. Campus Development Scheme was launched in the KAU main campus in 1990 for the general development and beautification of the main Campus. Itty Achuthan Memorial Botanical Garden and Coconut Development Farm also come under the purview of PPNMU. The waste lands were brought under high value crops like cashew which serve as the scion bank for the large scale production of graft of elite plant released by the University. The total area under PPNMU is 103 acres.

14.9 (i) Details of Staff

Scientific Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Professor & Head	1	1	0
Assistant Professor	2	1	1

Office Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Section Officer	1	1	0
Assistant	1	1	0
Computer Assistant	1	1	0
Class IV	1	1	0

Farm Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Farm Superintendent	1	1	0
Farm Manager II/	1	1	0

Farm Officer (Agri)			
Farm Assistant (Vety)	1	1	0
Permanent Labourers	76	26	50

Technical Staff

Name of the Post	Sanctioned	Occupancy	Vacancy
Lab Assistant Grade III	1	1	0
Tractor Driver	1	0	1

14.9(ii) Workload and Man Power Requirement Analysis**Scientific Division**

It is recommended to fill up the vacant posts of one Assistant Professor.

Administration Division

There is only one sanctioned post of Assistant in the Department.

The seatwise workload and requirement of Assistant is given below:

Sl. No	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	A	1665.22	249.75	225	2139.97
Total					2139.97
Present strength					1
Manpower Index					1.2

In the light of the above manpower requirement analysis, it is proposed to retain the existing one post of Assistant. The other existing posts may be retained without any changes. It is proposed to fill up the vacancies with regular hands in posts which are now occupied by daily wages staff, if any.

Farms Division

Farm operations are managed by the Farm Superintendent with the help of Farm Officers and Farm Assistant. The Study revealed that 56 posts of Permanent Labourers are lying vacant. Hence, it is recommended to fill up the vacancies of Permanent Labourers.

Technical Division

It is recommended to retain the sanctioned posts of technical staff and the vacant post of Tractor Driver may be filled up urgently.

14.9 (iii) Recommendations

- 1) It is recommended to fill up the vacant post of Assistant Professor.
- 2) It is proposed to retain the existing post of Assistant.
- 3) It is recommended to fill up the vacancies of Permanent Labourers. The other existing posts may be retained without any changes. It is proposed to fill up the vacancies with regular hands which are now occupied by daily wages staff, if any.
- 4) It is recommended to retain the sanctioned posts of technical staff and the vacant post of Tractor Driver may be filled up urgently.

14.10 KAU Estate, Vellanikkara

14.10(i) The existing staff pattern of the Estate is given below:

Name of the Post	Sanctioned	Occupancy	Vacancy
Assistant	1	1	0
Computer Assistant	1	1	0
Class IV	1	1	0
Farm Officer (Agri) Gr. II	1	1	0
Driver (LDV)	1	1	0

14.10 (ii) The seatwise workload and requirement of Assistant is given below:

Sl. No	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	General	1439	215.85	225	1879.85
Total					1879.85
Present strength					1
Manpower Index					1.1

On the basis of above manpower requirement analysis, it is proposed to retain the existing one post of Assistant. It is also proposed to retain the other staff pattern in this Estate. It is also proposed to fill up the vacancies with regular hands in posts which are now occupied by daily wages staff, if any.

14.10 (iii) Recommendations

- 1) It is proposed to retain the existing post of Assistant.
- 2) It is proposed to retain the staff pattern in other divisions. It is also proposed to fill up the vacancies with regular hands in posts, if any, which are now occupied by daily wages staff.

14.11 Department of Olericulture, COH, Vellanikkara

14.11(i) The existing staff pattern of the Department is given below:

Name of the Post	Sanctioned	Occupancy	Vacancy
Assistant	1	1	0
Computer Assistant	1	1	0
Farm Manager (Agri) Gr. I	1	1	0
Farm Officer Gr.II	1	1	0

14.11(ii) The seatwise workload and requirement of Assistant is given below:

Sl. No	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	General	1638	245.7	225	2108.7
Total					2108.7
<i>Present strength</i>					1
<i>Manpower Index</i>					1.2

On the basis of above manpower requirement analysis, it is proposed to retain the existing post of Assistant. It is also proposed to retain the staff pattern in the other divisions. It is also proposed to fill up the vacancies with regular hands in posts, if any, which are now occupied by daily wages staff.

14.11 (iii) **Recommendations**

- 1) It is proposed to retain the existing post of Assistant.
- 2) It is also proposed to retain the staff pattern in the other divisions. It is also proposed to fill up the vacancies with regular hands in posts, if any, which are now occupied by daily wages staff.

14.12 **AINP on Medicinal and Aromatic Plant, Vellanikkara**

14.12(i) The existing staff pattern of the Unit is given below:

Name of the Post	Sanctioned	Occupancy	Vacancy
Assistant	1	1	0
Class IV	3	3	0
Farm Manager(Agri) Gr.I	1	1	0
Farm Officer Gr. II	2	2	0
Lab Assistant Gr. II	1	1	0

14.12(ii) The seatwise workload and requirement of Assistant is given below:

Sl. No	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	General	1385.5	207.8	225	1818.3
Total					1818.3
Present strength					1
Manpower Index					1.06

On the basis of above manpower requirement analysis, it is proposed to retain the existing post of Assistant. It is also proposed to retain the staff pattern in the other divisions. It is also proposed to fill up the vacancies with regular hands in posts, if any, which are now occupied by daily wages staff.

14.12(iii) Recommendations

- 1) It is proposed to retain the existing one post of Assistant.
- 2) It is also proposed to retain the staff pattern in the other divisions. It is also proposed to fill up the vacancies with regular hands in posts, if any, which are now occupied by daily wages staff.

14.13 Cocoa Research Centre, Vellanikkara

14.13 (i) The existing staff pattern of the Centre is given below:

Name of the Post	Sanctioned	Occupancy	Vacancy
Assistant	1	1	0
Class IV	1	1	0
Driver (LDV)	1	1	0

14.13 (ii) The seatwise workload and requirement of Assistant is given below:

Sl. No	Seat	File Work	P&F Allowance (@15% of file work	Non-File Work	Total (hrs.)
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			in hours)		
1	General	1575	236.25	225	2036.25
Total					2036.25
Present strength					1
Manpower Index					1.19

On the basis of above manpower requirement analysis, it is proposed to retain the existing post of Assistant. It is also proposed to retain the staff pattern in the other divisions. It is also proposed to fill up the vacancies with regular hands in posts, if any, which are now occupied by daily wages staff.

14.13 (iii) **Recommendations**

- 1) It is proposed to retain the existing one post of Assistant.
- 2) It is proposed to retain the staff pattern in the other divisions. It is also proposed to fill up the vacancies with regular hands in posts, if any, which are now occupied by daily wages staff.

14.14 **Fruit Crops Research Station, Vellanikkara**

14.14(i) The existing staff pattern of the Centre is given below:

Name of the Post	Sanctioned	Occupancy	Vacancy
Assistant	1	1	0
Computer Assistant	1	1	0
Farm Officer (Agri) & Farm Manager. Gr II	1	1	0
Class IV	1	1	0

14.14(ii) The seatwise workload and requirement of Assistant is given below:

Sl.	Seat	File	P&F Allowance (@15% of	Non-File	Total
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No		Work	file work in hours)	Work	(hrs.)
1	General	1702	255.3	225	2182.3
Total					2182.3
<i>Present strength</i>					1
<i>Manpower Index</i>					1.28

On the basis of above manpower requirement analysis, it is proposed to retain the existing post of Assistant. It is also proposed to retain the staff pattern in the other divisions. It is also proposed to fill up the vacancies with regular hands in posts, if any, which are now occupied by daily wages staff.

14.14 (iii) **Recommendations**

- 1) It is proposed to retain the existing post of Assistant.
- 2) It is proposed to retain the staff pattern in the other divisions. It is also proposed to fill up the vacancies with regular hands in posts, if any, which are now occupied by daily wages staff.

14.15 **Pineapple Research Station, Vazhakulam**

The Pineapple Research Station at Vazhakulam was established on 2nd January 1995 to give research and development support to pineapple farmers. Since then, this research institute of the Kerala Agricultural University has been steadily growing and serving as a subvention to the pineapple growers of the state and the country as well. The research institute had a humble beginning on 2.1.1995 as ^aPineapple Research Station & Pest and disease Surveillance Unit^o under Kerala Horticulture Development Programme (KHDP). It was delinked from KHDP and became a constituent research centre of Kerala Agricultural University under central zone on 1.7.1997 and shifted to its own new building on 27.6.1998.

14.15 (i) **Details of Staff**

Name of the Post	Sanctioned	Occupancy	Vacancy	Remarks
Professor and Head	1	1	0	
Assistant	1	1	0	
Clerical Assistant/Lab Assistant Gr.III	1	1	0	

Administration Division:

There are only one post of Assistant and one post of Clerical Assistant/Lab Assistant Gr III in the administration division of this Research station.

The seatwise workload and requirement of Assistants is given below:

Sl. No.	Seat	File Work	P&F Allowance (@15% of file work in hours)	Non-File Work	Total (hrs.)
1	Establishment	1455	218.25	225	1898.25
Total					1898.25
Present strength					1
Manpower index					1.1

In the light of the manpower index analysis, it is proposed to retain the lone post of Assistant. The other existing posts may be retained without any changes. It is proposed to appoint regular hands in posts which are now occupied by daily wages staff, if any.

14.15 (ii) **Recommendations**

1) It is proposed to retain the existing posts without any changes.

14.16 Weed Control Department of Agronomy, Vellanikkara

14.16(i) The existing staff pattern of the Department is given below:

Name of the Post	Sanctioned	Occupancy	Vacancy
Farm Officer (Agri). & Farm Manager Grade.II	1	1	0
Class IV	1	1	0
Driver (LDV)	1	1	0

It is proposed to retain the existing staff pattern in this Department. It is also proposed to fill up the vacancies with regular hands in posts which are now occupied by daily wages staff, if any.

14.16 (ii) Recommendations

- 1) It is proposed to retain the existing staff pattern in this Department.
- 2) It is proposed to fill up the vacancies with regular hands in posts, if any, which are now occupied by daily wages staff.

14.17 Biological Control of Crop Pests, Vellanikkara

14.17(i) The existing staff pattern of the Unit is given below:

Name of the Post	Sanctioned	Occupancy	Vacancy
Farm officer (Agri.) & Farm Manager Gr.II	2	1	1
Driver (LDV)	1	1	0

It is proposed to retain the existing staff pattern in this Unit. It is also proposed to fill up the vacancies with regular hands in posts which are now occupied by daily wages staff, if any.

14.17(ii) Recommendations

- 1) It is proposed to retain the existing staff pattern in this Unit.

2) It is proposed to fill up the vacancies with regular hands in posts, if any, which are now occupied by daily wages staff.

14.18 AICRP on Vegetable Improvement, Vellanikkara

14.18(i) The existing staff pattern of the Unit is given below:

Name of the Post	Sanctioned	Occupancy	Vacancy
Farm Officer (Agri.) & Farm Manager Grade II	2	1	1

It is proposed to retain the existing staff pattern in this Unit. It is also proposed to fill up the vacancies with regular hands in posts which are now occupied by daily wages staff, if any.

14.18(ii) Recommendations

- 1) It is proposed to retain the existing staff pattern in this Unit.
- 2) It is proposed to fill up the vacancies with regular hands in posts, if any, which are now occupied by daily wages staff.

14.19 The Kerala Agricultural University High School, Vellanikkara

The KAU High School is functioning at Vellanikkara. It is a school owned and managed by KAU. The staff pattern is fixed by Government from time to time. The School management is the appointing authority of all staff except in the case of Computer Assistant. The Computer Assistant is working under Kerala Agricultural University.

14.19 (i) Recommendations

- 1) It is proposed to retain the existing post of Computer Assistant.

14.20 AICRP on Floriculture Improvement Project, Vellanikkara

14.20 (i) The existing staff pattern of the Project is given below:

Name of the Post	Sanctioned	Occupancy	Vacancy
Class IV	3	1	2

It is proposed to retain the existing staff pattern in this Project. It is also proposed to fill up the vacancies with regular hands which are now occupied by daily wages staff , if any.

14.20 (ii) **Recommendations**

- 1) It is proposed to retain the existing staff pattern in this Project.
- 2) It is proposed to fill up the existing vacancies with regular hands which are now occupied by daily wages staff , if any.

CHAPTER-15**KRISHI VIGYAN KENDRAS**

Krishi Vigyan Kendras are an integral part of the National Agricultural Research System (NARS), aiming assessment of location specific technology modules in agriculture and allied enterprises, through technology assessment, refinement and demonstrations. KVKs have been functioning as knowledge and resource centres of agricultural technology supporting initiatives of public, private and voluntary sector for improving the agricultural economy of the district and are linking the NARS with extension system and farmers. The KVK scheme is 100% financed by Govt. of India and the KVKs are sanctioned to Agricultural Universities, ICAR institutes, related Government Departments and Non-Government Organizations (NGOs) working in Agriculture.

15.2 There are 7 Krishi Vigyan Kendras functioning under the Kerala Agricultural University at Kollam, Kottayam, Thrissur, Palakkad, Malappuram, Wayanadu and Kannur. These are fully funded by the Indian Council of Agricultural Research. The Staff pattern of the KVK's are fixed by the ICAR from time to time. In view of this, specific work-study on the KVKs has not been done.

CHAPTER - 16

GENERAL OBSERVATIONS ON NON-TEACHING POSTS

16.1 As per orders issued in GO (Rt.) No. 2350/2012/AD dated. 05.12.2012, consequent upon the trifurcation of Kerala Agricultural University (KAU), 486 non-teaching posts in KAU were shifted to Kerala Veterinary and Animal Sciences University (KVASU), consequent upon the trifurcation of Kerala Agricultural University (KAU). Later on, the KVASU submitted a proposal to sanction 110 non-teaching posts citing shortage of non-teaching staff. The objective of the study was to make an overall assessment of the activities of the university and to estimate the manpower required for the same. It should also be looked into whether the number of existing posts exceed the actual requirements.

It is seen that at the time of trifurcation, institutions and units which are related to veterinary and fisheries science were transferred to the newly formed universities. But ever since, there have been increase in the number courses, seats, projects and colleges, a summary of which is given in the *table* below:

Sl. No.	Component	Status (in nos.)	
		Before trifurcation	As on date
1	Institutions	119	104
2	Non-teaching staff	2363	1693
3	Regular students	2359	2519
4	Total seats	777	1081
5	Courses	21	26
6	Research/ Extension projects	661	853

7	Pensioners	4341	4920
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It is seen that there had not been any considerable increase in the number of posts though the number of seats/courses/projects, etc. increased after the trifurcation. Factors such as the increase in the number of seats / courses/ projects, etc. have a direct bearing on the workload of the teaching as well as the non-teaching staff. These factors have also been taken into consideration while assessing the necessity of each category of posts at a particular centre/ wing/college/unit under the KAU. Manpower requirement has been arrived at using workstudy tools applicable to each category.

16.2 The Kerala Agricultural University (KAU) follows the Kerala Secretariat Office Manual (SOM) for administrative functions. The SOM prescribes an office section for every department which receives papers and despatches outward communications and an Office Superintendent will be in-charge of this section. Apart from the Office Section, Office Superintendents are also in charge of the other sections doing specialised work like reprography, transmission of messages such as telex, tele printer, fax etc. It is seen that though the KAU avowedly follows the SOM, creation of posts of Office Superintendents and entrusting duties and responsibilities are not seen done as envisaged therein. The present strength of the posts of Office Superintendents is arrived at after a series of changes, before and after the trifurcation. In the Ninth Pay Revision Order, scales of identical posts in various universities were unified and the practice of granting ratio promotions in excess of that applicable to comparable posts in Government Secretariat and Departments were discontinued w.e.f. 01.02.2011. In the case of cadre of Computer

Assistants, the practice of promotion of Office Superintendents as Section Officer (FC&D), Section Officer (FC&D, HG) and Pool Officer were discontinued. However, the incumbents holding these posts were permitted to continue in the corresponding revised scales of existing scale of pay. In addition, half of the number of posts of Office Superintendents was placed on Higher Grade. During the trifurcation of KAU into Kerala University of Fisheries & Ocean Studies and Kerala Veterinary & Animal Sciences University, 41 posts (9 posts of Section Officer (FC&D) and 32 posts of Typists) in the cadre of Typist were transferred to these Universities. After the above mentioned transfer of posts the sanctioned posts of Section Officer (FC&D) and Pool Officer in the KAU became 28 (27+1) and sanctioned posts of Computer Assistants (formerly typists) became 152. As per Lr.No.96762/PRC-D3/2013/Fin. dated 22.07.2014, Government informed the Kerala Agricultural University that the total posts of Office Superintendent, SO (FC&D), SO (FC&D,HG) and Pool Officer had to be taken as the total sanctioned strength of the Office Superintendent for assigning higher grade. As such, the existing incumbents in the post of SO (FC&D) will be placed in the higher grade prior to those who were holding the post of Office Superintendent according to the hierarchical order/seniority. Subsequently, the cadre strength of the category of Typists was fixed as on 01.02.2011 and subsequent dates after incorporating 37 posts in the cadre of SO (FC&D) i.e., 18 posts of SO (F&D), 18 posts of SO (FC&D, HG) and One Pool Officer. During this fixation, 25 posts from the cadre of Computer Assistants (formerly typists) were converted to Office Superintendent. Hence the cadre strength of Office Superintendent became 53 (SO (FC&D), SO (FC&D, HG) and Pool Officer-28, OS-25) including the Pool

Officer w.e.f 01.01.2011. As per the University Order No.GA/J1/26244/2011 dated.17.07.2019, the post of Section Officer (F&D), which were in existence as on 31.01.2011 was pooled under Office Superintendent in the ratio of 1:1. These posts are retained in the cadre of Office Superintendent in the KAU to accommodate the employees who entered in the cadre of Computer Assistant (formerly typist) before 01.02.2011. The post of Section Officer (FC&D) will be pooled to the entry cadre consequent to the retirement of the individual concerned and thereafter the cadre strength will be maintained as usual. As per this order, w.e.f 01.01.2019, the cadre strength of Office Superintendent posts applicable to the employees entered in the cadre before 01.02.2011 has been fixed as 53 with OS-27 and OS (HG)-26. To the employees entered in the cadre on or after 01.02.2011, the cadre strength Office Superintendent Posts has been fixed as 24 with OS-12 and OS (HG)-12. The sanctioned posts of Computer Assistants has been fixed as 123, with 33 Gr.II posts, 30 Gr.I posts, 30 Senior Grade posts and 30 Selection Grade posts.

There are 15 sanctioned posts of Office Superintendents in the Headquarters of the Kerala Agricultural University. The positioning of posts and duties assigned are as follows:

Name of the Office/Section	Number of Posts	Duties assigned
Office of the Vice Chancellor	2	1. Steno to the Vice-Chancellor 2. PA to the Vice-Chancellor
Office of the Registrar	1	PA to the Registrar
General Administration	5	Fair Copy & Despatch

		Numbering of tapals Scanning of tapals
Directorate of Research	2	1.Steno to the Director of Research 2.Steno to the Associate Directors of Research
Office to the Comptroller	1	PA to the Comptroller
Record Section	1	Safe upkeep of records

Considering the duties and responsibilities stipulated in the SOM for the Office Superintendents, positioning and duties and responsibilities of the Office Superintendents in the KAU and the volume of work in centres/units/colleges,etc.,the workstudy team has made recommendations regarding the strength of Office Superintendents in the relevant chapters. In most of the cases, it has been treated as a positional post while making recommendations regarding these posts. In certain centres/ directorates/colleges, the Office Superintendents are working as Steno/PA to the Directors/Heads/ Deans. These posts are also recommended to be retained. As regards posts which are proposed to be shifted elsewhere, details are given in Chapter ±17.

16.3 The sanctioned posts of Computer Assistants in the Kerala Agricultural University has been fixed as 123. The Headquarters and the College of Agriculture, Vellayani follows the pool system. In addition to work measurement, the criteria followed in the case of Office Superintendents, detailed above, have been adopted in the case of the Computer Assistants also regarding positioning of posts. As regards posts which are proposed to be shifted elsewhere, details are given in Chapter -17. The posts of Computer Assistants in places, other than those

mentioned in that Chapter, may be retained as such. **It is also recommended to review the workload of the Office Superintendents and Computer Assistants, along with that of other non-teaching staff, after complete transition to e-Governance.**

16.4 The research initiatives undertaken in the University are focused on increasing the productivity of crops, livestock and fish currently grown in the state mainly through manipulation of the genetic base responsible both for yield enhancement and overcoming biotic and abiotic stresses, improvements in the management practices, control and management of pests, diseases and parasites, the introduction of new crops, animals, and machines, etc. Research activities are organised and conducted at Six Regional Research Stations, 26 Research Stations, Three Centres of Advanced Studies (Animal Breeding and Genetics, Veterinary Pathology and Poultry Science), One Centre in Agricultural Biotechnology and Molecular Biology, 10 Instructional Farms and Facilities and in the laboratories of various departments of the Colleges. Full-fledged and well-manned farms play a pivotal role in these initiatives. In the Kerala Agricultural University (KAU), the posts of Senior Farm Supervisor, Farm Supervisor (Agri.) Grade I/II, Farm Manager/ Farm Officer along with the post of Labourers are created to perform and supervise farm activities. The duties and responsibilities and qualification/ experience for these posts are prescribed in the statute and orders issued in this regard. Vide proceedings no. GA/J1/2684/2011 dated. 16.10.2015, orders were issued on the realignment of posts of farm staff in various stations under the KAU.

The study revealed that, in certain centres where lot of research activities have been carried out, posts of farm staff are lying vacant. In certain centres daily wages hands are appointed against sanctioned posts.

It is seen that the dearth of sufficient staff to man and supervise the farms is adversely affecting the utilization of the farms to their full potential for various activities. In the circumstances, it recommended fill up the existing posts of farm staff with regular hands. Matters related to qualification for appointment to these posts shall be taken up at appropriate levels and issues, if any, may be resolved.

16.5 On analysis of the work of the Office Attendants, the Work Study Team has found that certain Stations/Colleges lack adequate manpower of Office Attendants. It is also seen that in certain centres, the strength vis-a-vis this category is comparatively high. So, it is recommended to shift posts details of which are given in Chapter-17.

16.6 The posts of Duplicating Machine Operator are redundant as the machines are now replaced with photocopiers. So these posts may be abolished and may be redesignated as Clerical Assistant. The services of the incumbents may be utilised for other duties.

CHAPTER-17

CREATION, ABOLITION AND SHIFTING OF POSTS

The workstudy conducted in the KAU primarily focussed on assessing the workload of the ministerial staff in the KAU, factoring in various aspects such as the activities of the university, both academic and research oriented, and their impact in the workload of the employees. Future expansion plans of the KAU are also taken into consideration while fixing the staff strength. On the basis of the study, creation, abolition and shifting of certain posts are recommended.

On detailed analysis, it is seen that three posts of Office Superintendents in the General Administration are adequate for performing the works related to the Office Section in the Kerala Agricultural University Headquarters. Hence, the Work Study team suggests shifting of two posts of Office Superintendents from the General Administration Section. One of these posts may be shifted to the Communication Centre, Mannuthy which is a significant link of the University with various stakeholders in the farming sector. There is no centralized information centre in the University for students. Considering this, the work study team recommends setting up of an information centre (Help Desk) in the KAU Headquarters. One post of Office Superintendent in General Administration office section may be shifted to the proposed information centre (Help Desk) and the incumbent may be given the charge of the centre. The shifting of posts of **Office Superintendents** can be summarised in the table below:

Name of the Station	No. of sanctioned	No. of posts to	Name of the station to which posts are to be
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	posts	be shifted	shifted
General Administration-HQ	5	2	1. Communication Centre, Mannuthy 2.University Information Centre (newly proposed)

17.2 One post of Section Officer found excess after the amalgamation of Pension A& B sections, may be shifted to College of Agriculture, Ambalavayal where one post of Section Officer is proposed to be created.

17.3 The post of Clerical Assistant from the Finance Pension D section may be shifted to Information-cum-Sales Centre attached to Internal Audit Circle , Kozhikkode.

17.4 It is proposed to shift one post of Computer Assistant from the Regional Agricultural Research Station, Kumarakom to the Directorate of Academic & PG Studies. Also, one post of Computer Assistant from the University Central Library may be shifted to the College of Agriculture, Ambalavayal. The shifting of posts of **Computer Assistants** can be summarised in the table below:

Name of the Station	No.of sanctioned posts	No.of posts to be shifted	Name of the station to which posts are to be shifted
Regional Agricultural Research Station, Kumarakom	3	1	Directorate of Academic & PG Studies
University Central	3	1	College of Agriculture,

Library			Ambalavayal
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17.5 For the smooth functioning of administrative business in various centres and colleges, the Work Study Team proposes for the shifting of posts of **Assistants** as detailed in the table below:

Sl No.	Station from which the posts are to be shifted	Number of posts to be shifted	Name of the station to which posts are to be shifted
1	General Administration H&P	1	Finance Pension-C
2	Finance EPB	1	Finance Pension-D
3	Information cum sales counter at Internal Audit Circle , Kozhikode	1	Directorate of Academic and PG Studies
4	Directorate of Research	1	Directorate of Academic and PG Studies
5	Directorate of Physical Plant	1	Directorate of Academic and PG Studies
6	University Central Library, Vellanikkara	1	Agricultural Research Station , Mannuthy
7	Agricultural Research Station , Anakkayam	1	Cashew Research Station , Madakkathara
8	KAU Press, Mannuthy	1	Banana Research Station, Kannara
9	Instructional Farm, Vellayani	2	1. CRS, Balaramapuram 2. IFSRS, Karamana

10	Instructional Farm, Vellanikkara	1	RARS, Pilicode
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17.6 The Work Study Team has proposed for the creation of 8 posts of **Assistants on ? 27800- 59400** in various centres as detailed in the table below:

Sl No.	Centres where the posts of Assistants are proposed to be created	Number of posts to be created
1	Regional Agricultural Research Station, Ambalavayal	1
2	College of Agriculture, Vellayani	3
3	Kelappaji College of Agricultural Engineering & Technology , Tavanur	1
4	College of Agriculture, Ambalavayal	1
5	College of Agriculture, Padannakkad	1
6	Mechanical Sub Division, Vellanikkara	1

17.7 The Work Study Team also proposes for the creation of one post of **Laboratory Assistant Grade II on ? 19000-43600** in the College of Agriculture Ambalavayal, Wayanad.

17.8 There are 39 sanctioned posts of Office Attendants in the College of Agriculture, Vellayani. After detailed analysis, it is recommended to shift 5 posts of **Office Attendants** from this college to other centres as detailed in the table below:

Sl	Station from which the	Number of	Station to which the
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No.	posts are to be shifted	posts to be shifted	posts are to be shifted
1	College of Agriculture, Vellayani	1	Directorate of Students' Welfare , Thrissur
2	-do-	1	FSRS, Sadanandapuram
3	-do-	1	College of Agriculture, Padannakkad
4	-do-	1	Centre for e-Learning, Vellanikkara
5	-do-	1	Department of Vegetable Science, Vellanikkara

CHAPTER-18**GENERAL OBSERVATIONS**

18.1 It is seen that in many of the sanctioned posts, both teaching and non-teaching, daily wages / contract staff are engaged. Contract / Daily wages staff may not be as responsible and accountable as permanent staff, owing to their temporary status. This would have adverse effects on the functioning of the institution. So it is recommended to do away with this practice, especially in the case of teaching and technical staff.

18.2 It is seen that when daily wages/contract staff were employed as Assistants, proper maintenance of records like Personal Register and allied registers had not been done. This has adversely affected the office works. So it is recommended to religiously follow the office procedures as contemplated in the Manual. Newly recruited staff has to be given regular training on office procedures to achieve this objective.

18.3 In their judgment dated. 19.11.2015 in WA No.505/11, the Hon'ble High Court of Kerala observed that *“most of the drivers are effectively employed only for half an hour to one hour a day and all the remaining time they are sitting idle”*. In the light of the judgment, Government issued orders in GO(MS)no.29/2015/P&ARD dated. 19.12.2015 re-designating post of Driver as Driver-cum- Office Attendant. But it seen that the same is not seen implemented in the University. Therefore, it is recommended to implement the orders so that the services of the drivers may be utilised in the offices too.

18.4 With the advancements in technology, the post of Duplicating Machine Operator has become redundant. In the circumstances, the post of Duplicating Machine Operator may be abolished and incumbent(s)

presently working in the post may be redesignated as Clerical Assistant and deployed for other duties.

18.5 A well maintained depository system for keeping records, disposals, registers, etc. is an integral part of any institution. Though there is a Records Section in place in the university headquarters, it is seen that the records have to be digitized, in keeping with the demands of the changing times. Within a properly networked system, a fully digitized records depository would provide easy and speedy access to records. Such a system shall be put in place in outstation centres as well as colleges. It is recommended to take steps in this regard expeditiously.

18.6 E-Governance is the application of information and communication technology (ICT) for delivering services, exchange of information, communication transactions, integration of various systems and services. It has been proved beyond doubt that e-governance can be effectively and efficiently incorporated in file processing. The entire work flow of file processing starting from Tappal creation, File Creation, File processing and issuing orders can be done through customized e-governance platforms. An application named '**University Suite**' has been adopted in the KAU for file management. It is learnt that the same is not being implemented fully due to reasons such as lack of infrastructure, voluminous attachments, etc. Taking into account the advantages of an e-governance based office set-up, the deficiencies, if any, shall be rectified and a full-fledged e-governance set up shall be put in place in the KAU. Regular training on the '**University Suite**' and '**University Functional Accountability System (UFAST)**' may be given to the employees so as to enable them to handle these applications optimally.

18.7 In the current scenario, training plays a significant role in an organization. There is great value in organizing proper training and development sessions for employees. Training allows employees to acquire new skills, brush up existing ones and to explore their potential. It also develops in them managerial skills, organizational capability, leadership and decision making ability, etc. In an organization like KAU, it is imperative to conduct regular and focussed training, based on a clear road map, for all categories of employees. For new recruits, mandatory induction training has to be given in order to enable them to do their work in the new profession.

18.8 A central contact point or a Help Desk, is intended to provide assistance/information to students, visitors, etc. This facility will attain its full potential with the complete change over to e-governance. For the time being, the Help Desk can be effectively used to provide information to students/visitors and it can restrict/ limit visits to sections/units thereby saving substantial working hours. It is, therefore, recommended to set up a Help Desk in the KAU Headquarters. Sufficient training on public relations and sharing of information shall be given to the officials who are assigned the charge of the Help Desk.

18.9 Institutional memory has been defined as "the stored knowledge within the organization." It requires the ongoing transmission of these memories between members of the organization. Institutional memory may be encouraged to preserve the way of work in a group. Institutional knowledge is gained by organizations translating historical data into useful knowledge and wisdom. With the changing times, it is imperative to preserve and transfer useful information which would facilitate decision

making process. It is recommended to adopt the theory of 'Institutional Memory' and put it into practice in the KAU after detailed discussions.

CHAPTER-19**SUMMARY OF SPECIFIC RECOMMENDATIONS**

Two posts of Office Superintendents in the General Administration may be shifted to the Communication Centre, Mannuthy and the newly proposed University Information Centre (Help Desk). (Para 5.1)

19.2 The posts of Duplicating Machine Operator are redundant as the machines had been replaced with photocopiers. So these posts may be abolished and may be redesignated as Clerical Assistant. The services of the incumbents may be utilised for other duties. (Para 5.1)

19.3 One surplus post of Assistant in the General Administration (H&P) Section may be shifted to Finance (Pension-C) section. The three remaining seats in the Section may be renamed as H1, H2 & H3. (Para 5.9(v))

19.4 One post of Assistant found excess in the Finance (EPB) Section may be shifted to Finance (Pension-D) Section. (Para 6.5(v))

19.5 The Finance (Pension-A) Section and Finance (Pension-B) Section may be amalgamated to form a new 'Pension A' Section. The seats of the newly created Section may be named as A1 (old A1), A2 (old B1) and A3 (old B2). The excess post of Section Officer occurring as a result of this merger may be shifted to College of Agriculture, Ambalavayal. The post of Clerical Assistant in the Finance (Pension-D) Section may be shifted to the Information -cum- sales Counter at IAC, Kozhikode. (Para 6.12.4(v))

19.6 The post of Assistant in the Information -cum- sales Counter at IAC, Kozhikode may be shifted to Directorate of Academic & PG Studies. (Para 7.3(iv))

19.7 One post of Assistant found excess in the Directorate of Research may be shifted to Directorate of Academic & PG Studies. (Para 8.1(iii))

19.7 One of the posts of Assistants in the Directorate of Students Welfare is working at College of Agriculture, Vellayani, on working arrangement basis. This post may be permanently shifted to the college. (Para 8.3(iii))

19.9 One post of Assistant found excess in the Directorate of Physical Plant may be shifted to the Directorate of Academic & PG Studies. (Para 8.4(iii))

19.10 One post of Assistant may be created in the Regional Agricultural Research Station, Ambalavayal. (Para 9.5(iii)).

19.11 One post of Assistant from Instructional Farm, Vellanikara may be shifted to Regional Agricultural Research Station, Pilicode. (Para 9.6(iii))

19.12 One post of Assistant from the University Central Library may be shifted to the Agricultural Research Station, Mannuthy. (Para 10.2(iii))

19.13 One post of Assistant from the Agricultural Research Station, Anakkayam may be shifted to the Cashew Research Station, Madakkathara. (Para 10.3(iii))

19.14 One post of Assistant from the Instructional Farm, Vellayani may be shifted to the Coconut Research Station, Balaramapuram. (Para 10.4(iii))

19.15 One post of Assistant from the Instructional Farm, Vellayani may be shifted to the Integrated Farming System Research Station, Karamana. (Para 10.5(iii))

19.16 One post of Assistant from KAU Press may be shifted to the Banana Research Station, Kannara. (Para 10.14(iii))

19.17 Three posts of Assistants may be created in the College of Agriculture, Vellayani. Five posts of Office Attendants may be shifted from this college. From these posts, one post each may be given to Directorate of Students' Welfare, FSRS, Sadanandapuram, College of Agriculture,

Padannakkad, Centre for e-Learning, Vellanikkara and Department of Vegetable Science, Vellanikkara. (Para 11.1(iii))

19.18 One post of Assistant may be created in the Kelappaji College of Agricultural Engineering and Technology, Tavanur. (Para 11.6(iii))

19.19 One post of Section Officer, found excess after the amalgamation of Finance Pension A & B, may be shifted to College of Agriculture, Ambalavayal (Para 11.7 (iii)).

19.20 One post of Computer Assistant from University Central Library may be shifted to College of Agriculture, Ambalavayal . (Para 11.7 (iii))

19.21 One post of Assistant and one post of Laboratory Assistant Grade II on ? 19000-43600 may be created at College of Agriculture, Ambalavayal (Para 11.7 (iii)).

19.22 One post of Assistant may be created in the College of Agriculture, Padannakkad. (Para 11.8(iii))

19.23 Two posts of Assistants found excess in the Instructional Farm, Vellayani may be shifted. Among these, one post may be shifted to the Coconut Research Station, Balaramapuram and the other to the Integrated Farming System Research Station, Karamana. (Para 12.1(iii))

19.24 One post of Assistant may be created in the Mechanical Sub Division, Vellanikkara. (Para 13.9(iii))

19.25 One post of Computer Assistant from Kerala Agricultural University Central Library, Vellanikkara may be shifted to College of Agriculture, Amabalavayal. (Para 14.2(iii))

19.26 One post Office Superintendent may be shifted from the General Administration wing of the KAU Hqrs. to the Communication Centre, Mannuthy. (Para 14.5(iii))

19.27 The practice of engaging the Contract / Daily wages staff, may be done away with, especially in the case of teaching and technical staff. (Para 18.1)

19.28 Implement the Government Order re-designating post of Driver as Driver-cum- Office Attendant.(Para 18.3)

19.29 The post of Roneo Operator / Duplicating Machine Operator may be abolished and incumbent(s) presently working in the post may be redesignated as Clerical Assistant and deployed for other duties. (Para 18.4)

19.30 Steps shall be taken to put in place a fully digitized records depository system for keeping records, disposals, registers, etc. (Para 18.5)

19.31 Regular training on the 'University Suite' and 'University Functional Accountability System (UFAST)' may be given to the employees.(Para 18.6)

19.32 Mandatory induction training programme shall be conducted for new recruits. (Para 18.7)

19.33 Set up a Help Desk in the KAU Headquarters. Sufficient training on public relations and dissemination of information shall be given to the officials who are assigned the charge of the Help Desk. (Para 18.8)

CHAPTER-20**COST BENEFIT ANALYSIS**

The Kerala Agricultural University is functioning with the staff pattern fixed long ago. During trifurcation, posts had been transferred to the newly formed universities. Though new colleges and courses were started after the trifurcation, the number of posts more or less remained the same. The University, for a considerably long period, resorted to the practice of engaging temporary staff on contract/ daily wages to steer clear of the situation. It has been recommended in this report to discontinue the practice of engaging temporary staff on contract/ daily wages and to appoint permanent candidates.

20.2 Necessary posts in the category of Assistants are proposed in this Report to be created/shifted on the basis of manpower requirement analysis. It has been proposed to create 8 additional posts of Assistants in the Head Quarters and certain stations. The Workstudy Team found that the College of Agriculture, Vellayani, Kelappaji College of Agricultural Engineering and Technology, Tavanur, College of Agriculture, Ambalavayal and College of Agriculture, Padannakkad face dearth of staff especially in the cadre of Assistants consequent on the number of courses and students increasing every year. Bearing it in mind, the Workstudy Team has recommended to create three posts of Assistants in the College of Agriculture, Vellayani, one post of Assistant each in the Kelappaji College of Agricultural Engineering and Technology, Tavanur, College of Agriculture, Ambalavayal and College of Agriculture, Padannakkad. The increase of staff in these colleges will definitely be beneficial to the student community in particular and the university in general.

20.3 The Regional Agricultural Research Station, Ambalavayal and Mechanical Sub Division, Vellanikkara are witnessing heavy workload especially in the category of Assistants. Hence, the Workstudy Team has also recommended to create one post of Assistant each in the RARS, Ambalavayal and Mechanical Sub Division, Vellanikkara.

20.4 The Workstudy Team has also proposed for the creation of one post of Lab Assistant Gr.II at College of Agriculture, Ambalavayal.

20.5 The anticipated additional financial commitment has been estimated by taking the basic pay at the minimum of the scale of pay of Assistants (₹ 27800 ± 59400) plus Dearness Allowance @ 20% (revised rate) for 13 months (12 month's salary plus one month's salary for surrender of EL) and HRA.

20.6 Hence, the anticipated annual additional financial commitment due to the creation of 8 posts of Assistants has been arrived at ₹ 36,77,440/- (Rupees Thirty Six Lakh Seventy Seven Thousand Four Hundred and Forty only).

20.7 The anticipated annual additional financial commitment due to the creation of one post of Lab Assistant Gr.II has been arrived at ₹ 3,15,900/- (Rupees Three Lakh Fifteen Thousand and Nine Hundred only).

ACKNOWLEDGEMENT

The work study team of Personnel & Administrative Reforms (AR-7) Department expresses deepfelt gratitude for the wholehearted co-operation rendered by the officers and staff of the Kerala Agricultural University for making the work study a success.

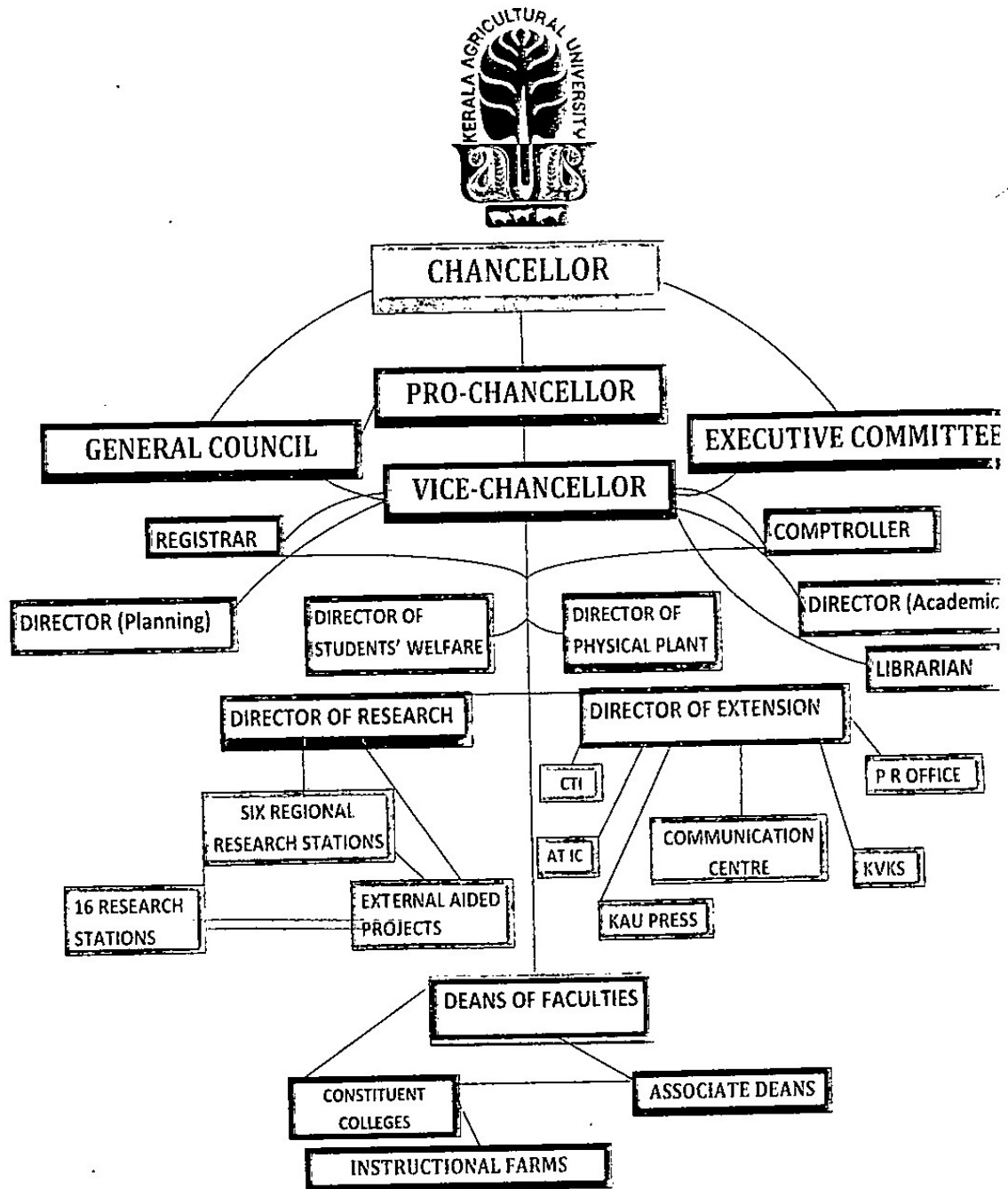
ANNEXURE-I

Kerala Agricultural University		
Sanctioned Strength of Non-teaching Staff		
Sr No	Post	Sanctioned strength
Administrative Staff		
1	Joint Registrar /Sr.Dy.Comptroller/Sr.Administrative Officer	4
2	Deputy Registrar/Dy. Comptroller/AO Gr.I	7
3	Assistant Registrar/AC/RO/FA/AO Gr.II	19
4	Section Officer	112
5	Assistant	336
6	Clerical Asst./Lab Asst.Gr.III	91
7	Duplicating Machine Operator	14
8	Class IV/Office Attendant	283
Library Staff		
9	Librarian	1
10	Assistant Librarian	9
11	Library Assistant/Tech.Asst/Ref.Asst	23
Fair Copy Staff		
12	Pool officer	1
13	Office Superintendent	52
14	Computer Assistant	127
Computer Staff		
15	Systems Manager	1
16	Programmer	3
17	Jr. Programmer	10
18	Data Entry Operator	1
Engineering/Technical Staff		
19	Executive Engineer	2
20	Assistant Executive Engineer (Civil)	6
21	Assistant Executive Engineer (Mech.)	1
22	Assistant Executive Engineer (Electrical)	2
23	Assistant Engineer (Civil)	19
24	Assistant Engineer (Mech.)	1
25	Assistant Engineer (Electrical)	4
26	Assistant Engineer (instrumentation)	1
27	Technical Supervisor Gr.I/ Senior Technical Supervisor	9

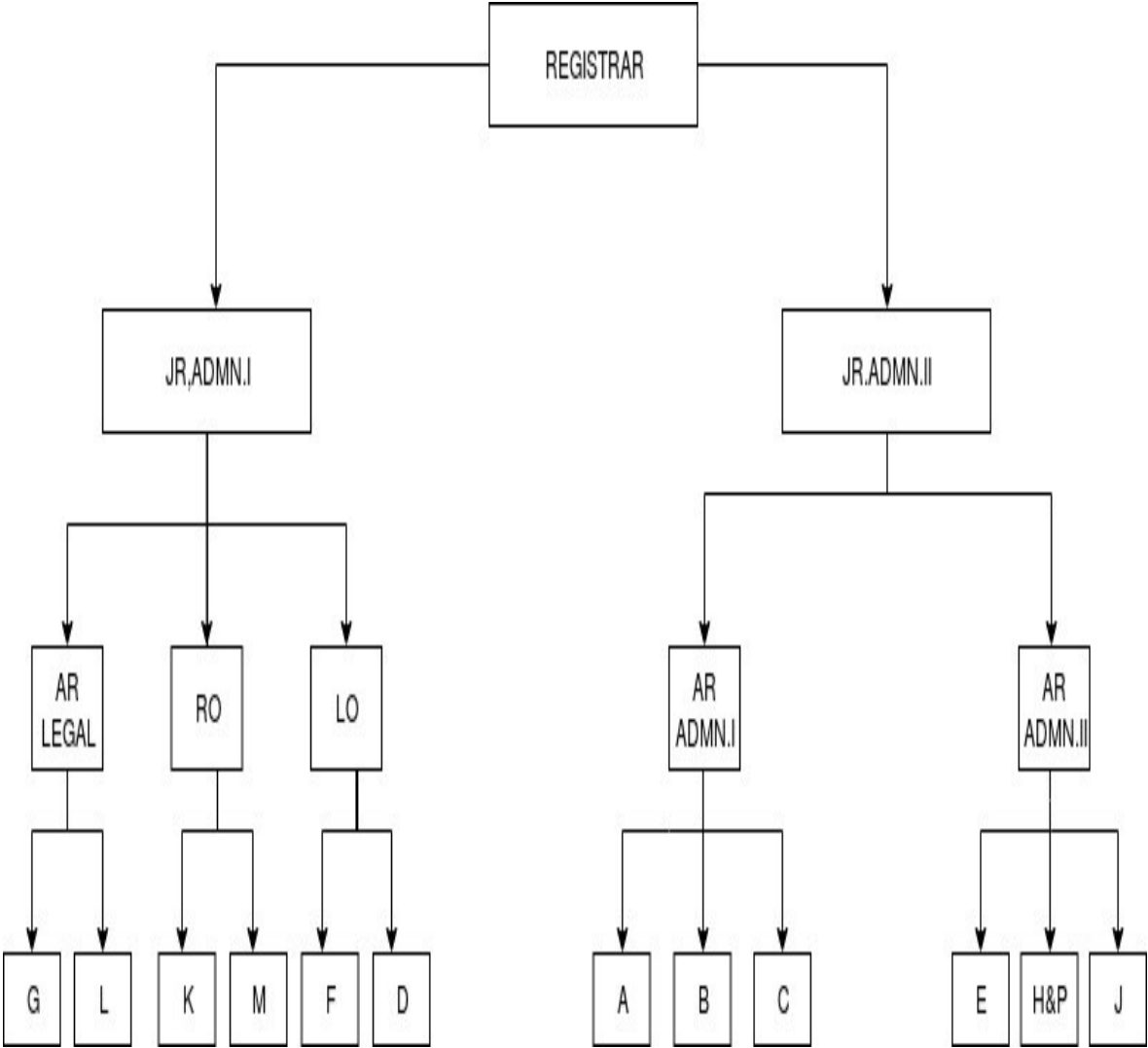
Sl No	Post	Sanctioned strength
28	Overseer (Civil)	24
29	Technician/ Tech. Supervisor	36
30	Tech. Assistant/ Tech. Officer	10
31	Overseer (Electrical)	5
32	Trg./Tech. Asst	30
33	Trade Asst.	7
34	Lineman	2
35	Tractor Driver	16
36	Boat Driver	1
Laboratory Staff		
37	Lab Assistant Gr. I/Gr.II	32
Farm Staff		
38	Farm Superintendent (Agri)	20
39	Farm Manager Gr-I	20
40	Farm Officer (Agri)/Farm Manager Gr-II	161
41	Senior Farm Supervisor(Vety)	1
42	Farm Supervisor Gr.I (Vety)	2
43	Farm Asst (Vety) / FS GR-II	14
Transport Staff		
44	Vehicle Supervisor (LDV)	1
45	Vehicle Supervisor (HDV)	2
46	Driver (HDV)	13
47	Driver (LDV)	70
48	Bus Attendent	11
Printing Staff		
49	Press Manager	1
50	General Forman	1
51	Jr. Foreman	1
52	Sr.Foreman	1
53	Proof Reader	2
54	Compositor	5
55	Printer	8
56	Computer(Press)	1
57	Binder	10

Sl No	Post	Sanctioned strength
School & Creche Staff		
58	Head Master	1
59	High School Assistant	8
60	UP School Assistant	7
61	LP School Assistant	8
62	Specialist Teacher	3
63	Nursery School Assistant	4
64	Ayah	4
Security Staff		
65	Chief Security Officer	1
Others		
66	Public Relations Officer	1
67	Labour Officer	1
68	Photographer	1
69	Artist	2
70	Hostel Manager	7
71	Matron	4
72	Syrang	1
73	Pump Operator/Oil Engine Driver	27
74	Daffedar	1
75	Cook cum Caretaker	3
76	Helper	1
Total		1732

ANNEXURE-II



ANNEXURE-III



ANNEXURE-IV



GOVERNMENT OF KERALA

Abstract

Agriculture (Animal Husbandry) Department-Kerala Veterinary & Animal Sciences University- Bifurcation from the Kerala Agricultural University- Transferred staff pattern-approved-orders issued.

AGRICULTURE (AHF) DEPARTMENT

G.O.(Rt)No. 2350/12/AD

Dated, Thiruvananthapuram, 05-12-2012

- Read:- 1. Kerala Veterinary and Animal Sciences University Act 2010(Act 3 of 2011).
2.GO(Ms) No. 145/2011/AD dt 09-06-2011 published in the Extraordinary Gazette as Notification of S.R.O No.365/2011 dt 9th June, 2011.
3. Letter No KVASU/FO/L.O/1393/2011 dt 17-08-2011 of the VC, Kerala Veterinary & Animal Sciences University.
4.Minutes of the meeting held on 17-09-2012 by the Agricultural Production Commissioner and Principal Secretary, Animal Husbandry Department.
5.Letter No. GA/E2/25771/10 dt 11-10-2012 of the Registrar, Kerala Agricultural University.

ORDER

As per section 3 of the Act read as first paper above, the Kerala Veterinary and Animal Sciences University was established bifurcating the Kerala Agriculture University.

As per the sub-section (1) of the section 55 of the said Act, the 20 institutions specified in the schedule to the said Act with all other property with movable and immovable owned and managed by the Kerala Agriculture University prior to the specified date, shall along with all the properties, assets, liabilities and obligations stand transferred to, and vest in the Kerala Veterinary and Animal Sciences University.

As per the Notification read as second paper above, the Specified Date for the purpose of the section 55 of the Act read as first paper above has been specified as the 1st Day of April, 2011.

As per the letter read as third paper above, the VC of the Kerala Veterinary and Animal Sciences University has requested to issue approval for the transferred posts and creation of some additional posts.

On differences with regard to the details of posts, the Agricultural Production Commissioner and Principal Secretary, Animal Husbandry Department convened a meeting of the officers of the Kerala Veterinary and Animal Sciences University on 17-09-12 and the meeting decided to issue approval for the posts transferred from the Kerala Agricultural University as these are already sanctioned posts and were transferred as per the said Act which is a statutory law and to consider the proposal for post creation separately.

Accordingly, the Registrar, Kerala Agricultural University was instructed to furnish the details of posts transferred from that University to confirm the genuineness of the details furnished by the Kerala Veterinary and Animal Sciences University.

On verification of the details furnished by the Registrar, Kerala Veterinary and Animal Sciences University with reference to the details furnished by the Kerala Agricultural University as per the letter read as 5th paper above, it was found that 486 posts of Non-Teaching staff were transferred instead of 522 posts unlike claimed by the Kerala Veterinary & Animal Sciences University.

In the circumstances, Government are pleased to approve and regularise the following Non-Teaching posts which were transferred from the Kerala Agricultural University to the Kerala Veterinary and Animal Sciences University as per the Act read as first paper above:

Sl.No	Post	No.of Posts
1	A.O Gr II/ AO/ AR/RO	1
2	Artist	1
3	Assistant	59
4	Asst.Engineer (Civil)	1
5	Ass.Ex. Engineer (Civil)	1
6	Asst. Librarian	2
7	Bus Attendant	2
8	Class IV /Peon	155
9	Clerical Asst/ Lab Asst Gr-III	27
10	Cook cum caretaker	1
11	Dairy Assistant	2
12	Data Entry Operator	3
13	Driver(HDV)	2
14	Driver (LDV)	8
15	Duplicating Machine Operator	4
16	Dy.Reg/Dey Com/AO Gr-I/EO/PRO/FA	1
17	Farm Assistant (Vety)	80
18	Farm Officer	13
19	Hostel Manager	3
20	Lab Asst Gr I/II	5
21	Lib Asst/ Tech. Asst/Ref Asst	6
22	Matron	3
23	Operation Theater Asst	1
24	Operation Theater Technician	1
25	Overseer	3

WORKSTUDY IN KERALA AGRICULTURAL UNIVERSITY

26	Pharmacist	1
27	Photographer	1
28	Programmer	1
29	Pump Operator/Oil Engine /Driver	7
30	Radiographer	1
31	Res Asst	3
32	Section Officer	22
33	Section Officer (FC & D)	5
34	Security Officer	1
35	Senior Farm Supervisor (Veterinary)	7
36	Specimen Curator	2
37	Technical Asst /Tech Officer	2
38	Technician/Tech Supervisor	16
39	Tractor Driver	3
40	Typist	26
41	Workshop Attendant	1
42	Farm Superintendent	1
43	Instrumentation Engineer	1
	TOTAL	486

The Kerala Agricultural University will abolish these posts with effect from the Specified Date ie, 01-04-11.

Order for creation of new posts in the Kerala Veterinary and Animal Sciences University will be issued separately.

By Order of the Governor.


SUBRATA BISWAS

Principal Secretary to Government.

To

✓ Registrar, Kerala Veterinary & Animal Sciences University, Pookode, Wayanad
Registrar, Kerala Agricultural University, Mannuthy, Thrissur.
Secretary, Agriculture Department.
Director of Animal Husbandry, Thiruvananthapuram.
Principal Accountant General (Audit), Kerala, Thiruvananthapuram.
Accountant General (A&E), Kerala, Thiruvananthapuram.
Stock file/Office Copy

Forwarded By Order


Section Officer.