



भारत सरकार  
GOVERNMENT OF INDIA  
केन्द्रीय कृषि मशीनरी प्रशिक्षण एवं परीक्षण संस्थान  
CENTRAL FARM MACHINERY TRAINING & TESTING INSTITUTE  
कृषि एवं किसान कल्याण मंत्रालय, (कृषि, सहकारिता एवं किसान कल्याण विभाग)  
MINISTRY OF AGRICULTURE AND FARMERS WELFARE  
(DEPARTMENT OF AGRICULTURE, CO-OPERATION AND FARMERS WELFARE)  
ट्रैक्टर नगर, बुदनी (म०प्र०) 466-445  
TRACTOR NAGAR, P.O., BUDNI (M.P.) 466 - 445

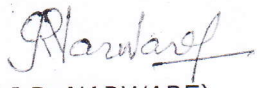
No.10-2/88-Estt.

Dated : 30.05.2019

OFFICE ORDER

Consequence upon joining of Shri Vijay Yadav, Administrative Officer w.e.f. 08.03.2019 at this Institute and keeping in view of the smooth functioning of Administration and Establishment section of the Institute, following functions/duties are hereby allotted to him:

1. He will look after all the administrative work.
2. He will attend administrative and other general matters of the Institute.
3. He will assist the Director in disciplinary cases, policy and administrative matters of the Institute.
4. He will be responsible to related matters of Administrative/Establishment/Dispensary Units.
5. He will deal with the work related to Court Cases.
6. He will deal with all the work related to APAR/ACR in respect of all the officers and staff of the Institute.
7. He will look after record management.
8. He will deal with matters relating to Service Associations.
9. To assist Director in matters relating to administration, establishment, court cases and allied matters.
10. To look after office and personnel management, including recruitment of staff, their seniority, promotion, reservations in appointments, preparing pension papers, MACP cases, probation & confirmation cases, review cases, arranging DPC/DSC meetings.
11. To provide infrastructural facilities and other support services to functional sections.
12. Responsibilities relating to correspondence with the Ministry and interaction with local administration for proper functioning of the Institute.
13. General duties like distribution of work among staff, management and coordination of the work.
14. Any other duties assigned to him by the competent authority.

  
(J.J.R. NARWARE)  
DIRECTOR

Distribution:-

1. Concerned
2. Senior Agricultural Engineer (R)
3. All section officers : Administration/Accounts/Training/Testing/Farm/Library/  
Official Language Section/Instrumentation Section
4. PA to Director
5. Accounts Section
6. Care Taker
7. Personal file of the concerned
8. Guard file

Issued  
Bittu Kumar  
30/5/19

