



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 : 20.05.2020

OFFICE ORDER

In partial modification to earlier Officer Order of even number dated 18.03.2020, following functions/duties are hereby allotted to Shri Tanbir Singh, Office Superintendent:

1. He will assist Administrative Officer in all the administrative work.
2. He will assist A.O. to attend administrative and other general matters of the Institute.
3. He will assist A.O. in disciplinary cases, policy and administrative matters of the Institute.
4. He will assist A.O. with the work related to Court Cases.
5. He will assist A.O. with all the work related to APAR/ACR in respect of all the officers and staff of the Institute.
6. He will assist A.O. with all the work related to routine correspondence, replies/complaints, Correspondence with Ministry, reply of parliament question, RTI replies, framing/revision of RRs. .
7. He will look after record management.
8. He will assist A.O. with the matters relating to Service Associations.
9. He will assist A.O. to the work related to 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.
10. He will assist A.O. to provide infrastructural facilities and other support services to functional sections.
11. He will assist A.O. to the responsibilities relating to correspondence with the Ministry and interaction with local administration for proper functioning of the Institute.
12. He will examine and move all the files of Establishment Section.
13. Any other duties assigned to him by the competent authority.

*J.J.R. Narware*  
(J.J.R. NARWARE)  
DIRECTOR

*20/05/2020*  
*20/5*

Distribution:-

1. Concerned
2. Assistant Director (OL)/HOO
3. Instrumentation Engineer/DDO
4. Administrative Officer
5. All section officers : Administration/Accounts/Training/Testing/Farm/Library/  
OL Section/ Instrumentation Section
6. PA to Director
7. Accounts Section
8. Care Taker
9. Personal file of the concerned
10. Guard file

*Issued*  
*B. S. Kumar*  
*20/05/2020*