In reference to Ministry’s letter No. 9-46/2012-M&T (Admin.) dated 19.03.2019 regarding implementation of rotational intersectional transfer and in order to streamline the smooth functioning of the Institute, the following work is re-distributed among the following officers of this Institute with immediate effect:

I. **Shri R.M. Tiwari, Senior Agricultural Engineer**
   1. He will be responsible for the testing of CMVR and the correspondence thereof.
   2. He will also responsible for testing of all Hi-Tech and High productive Equipments & received for testing.
   3. He will be responsible to offer the comments on the draft test reports received from the newly approved testing centers which are within the jurisdiction of this Institute.
   4. He will be responsible to carry out the various civil works, maintenance of gardens, maintenance of buildings, sanitation, cleanliness of testing campus and the work related to up-keep and maintenance of the test set-ups. All the contract employees, malis, safaivalas, temporary status employees and casual labors of the testing wing will report him. He may obtain the related sanctions for the works and the labors from the Director.
   5. In the absence of him, Shri Y.K. Rao, Sr. Agril. Engr. will look after his duties.
   6. Any other works as may be assigned by the Director.

II. **Shri Y.K. Rao, Senior Agricultural Engineer**:
   1. He will be responsible for planning and execution of the OECD testing as per OECD test code and deal all the correspondence related to OECD.
   2. He will be responsible for the mass emission test and the correspondence thereof. Shri C.S. Raghuwanshi, AE and Shri R.P. Pandey, Senior Instrumentation Engineer will associate him in mass emission testing.
   3. He will be responsible for the development, repair and maintenance of emission test lab and creation of other test facilities which not exist presently at this Institute.
   4. He will be responsible for proper training of the officers and subordinate staffs on emission testing in association with Shri R.P. Pandey, SIE.
   5. He will be responsible for the correspondence with BIS, MPS and PCRA activities.
   6. He will be responsible for development of online application software and digitization of all test formats.
   7. He will organize training, visits and demonstration of all test set-ups as and when required.
   8. He will be in-charge of RTI cell and will be CPIO of the Institute.
   9. Any other works as may be assigned by the Director.
   10. In the absence of him, Shri C.V. Chimote, Test Engineer will look after his duties and vice versa.

III. **Shri R.P. Pandey, Senior Instrumentation Engineer**:
   1. He will be responsible for coordinating all electronics instrumentation are being used for testing activities and to assist SAE (T), SAE(K) and TE for smooth functioning of the testing activities.
   2. Responsible for assessing the requirement and placing indent for procurement of electronics/testing/highly technical/allied equipment for modernization of testing facilities as per BIS/OECD/ISO and according to the test procedures contained in various test codes.

Allotment of Duties to Officers
3. He will be responsible for up-keep, maintenance and repair of all Air Conditioning plant & Gen Set.
4. Responsible for development of online application of various tests samples and suitable software for atomization of testing activities.
5. Responsible for up-keep, calibration, service, repair of all test set-ups and electronic instruments. With the help of Instrumentation Engineer, Assistant Engineer (Instrumentation), Senior Technical Assistant (Instrumentation) and Senior Technician (Instrumentation) and Technician (Elec.).
6. Up-gradation of various test set-ups through computerization by higher degree of automation.
7. He will be responsible for Calibration, maintenance, & repair of Emission Test set-up and assist in emission testing with SAE (YK) along with Shri C.S. Raghuvanshi, AE.
8. He will be Nodal Officer for Solar system.
9. Any other works as may be assigned by the Director.
10. In the absence of him, Shri Kantender Dobrial, AE (I) will look after his duties and vice versa.

IV. Shri C.V. Chimote, Test Engineer:
1. He will responsible for planning and execution of Commercial, confidential and variant testing of Tractors with complete correspondence thereof.
2. He will be responsible for day to day maintenance and repair of PTO test lab, Hydraulic test lab, Diesel Gen-set, Test Track, water proofing test set-up, parking brake test set-up, Air cleaner oil pull over test set-up etc.
3. He will deal all the correspondence related to different committees like AIS, TED, FAD, Ministry of Road Transport & Highways and ARAI.
4. All the officers/officials of testing wing will report to him for daily duty purpose and other office matters like leaves etc.
5. He will prepare Schedule for preparation of draft test reports/ sectional reports of test samples and allot to the SAEs, AEs and STAs.
6. Any other works as may be assigned by the Director.

V. Shri Bikash Kumar Panigrahi, Instrumentation Engineer:
1. To assist Senior Instrumentation Engineer in operation, maintenance, service and repair of test set-ups & testing instruments required for various testing activities.
2. He will Nodal Officer for Institute Website and will be responsible for its maintenance & Updation.
3. Responsible for up-keep, calibration, service, repair of electronic instruments with the help of Assistant Engineer (Instrumentation)/Senior Technical Assistant (Instrumentation).
4. Responsible for coordination of computerization and automation of various sections through leased internet connection, LAN, Telephone Exchange and web-site etc.
5. Up-gradation of various test set-ups through computerization by higher degree of automation.
8. Any other works as may be assigned by the Director.
9. In the absence of him, Shri R.P. Pandey, SIE will look after his duties.

VI. Shri Kantender Dobrial, Agricultural Engineer (Instrumentation Engineer)
1. He will be responsible for procurement of instruments, equipments and spares required in testing wing.
2. He will be Nodal Officer for e- procurement through CPPP & GEM
3. He will be incharge of Material Testing Lab.
4. He will be responsible for proper erection and installation of newly procured precision equipments/ instruments
5. He will assist Senior Instrumentation Engineer in mass emission testing of engines, calibration, operation, maintenance, service and repair of testing instruments required for various testing activities.
6. He will be responsible for up-keep, periodical service, maintenance and repair of Loading Car.
7. He will carry out service, maintenance and repair of electrical/ electronic equipment like all test set ups & its controlling systems, Instrumentation laboratory, Air conditioning system, UPS, Inverter and Constant Voltage Transformer (CVT).
8. Any other works as may be assigned by the Director.

VII. Shri Chandrashekhar Tijare, Agricultural Engineer –
He is transferred from Testing wing to Training wing.

1. He will be responsible for planning, execution and conducting of all Level training Courses.
2. He will look after the programme of demonstration of new machines at farmers’ field and camp as well as custom hiring centre.
3. After consultation and co-ordination with SAE(M) and SAE (N), he will be responsible for assigning the duties to all the Agricultural Engineers, Senior Technical Assistants, Technical Assistants, Senior Technicians, Technicians and MTS (T) for various training work. 
4. He will also look after the repair and maintenance of all tractors, vehicles and agricultural equipments /machineries available in training section. He will assist to SAE (N) for repair section with the help of Shri H.N.Malviya, STA, Shri Santosh Tamrakar, Sr. Tech, all Technicians and Shri Praveen Dhote, MTS (T).
5. He will be responsible for allotment of vehicles.
6. He will be responsible for placing indent to central purchase section for purchase of Agricultural Equipment’s/ Machinery.
7. He will be responsible for all day to day activities, planning and co-ordination of training section and its correspondence thereof.
8. He will be responsible for development of various labs, preparation of audio visual aids, training materials for different training programs, etc.
9. He will also supervise the Hostel Superintendent as Hostel Warden.
10. In the absence of Shri Mukund Narayan, Senior Agricultural Engineer, he will look after his duties in addition to his own duties and vice versa.
11. Any other duties assigned by the Director from time to time.

VIII. Shri Pramod Yadav, Agricultural Engineer:
1. He will be in-charge of drawbar performance test set-ups and proper maintenance of it.
2. He will prepare subsidy list, comments on AIS, TED, FADs, Ministry of Road Transport & Highways and OECD.
3. After consultation and co-ordination with SAE(T), SAE (K), SIE and Test Engineer he will be responsible for assigning the duties to all the Assistant Engineers, Assistant Engineer (I), Senior Technical Assistants, STA(I), Senior Technicians, Technicians and MTS (T) for various test set-ups/ test samples.
4. Any other duties assigned by the superior Officers and Director from time to time.
5. In the absence of him, Shri C.S.Raghuwanshi, AE, will look after his duties in additions to his own duties and vice versa.

IX. Shri Rajneesh Patel, Agricultural Engineer:
1. He will be in-charge of Hydraulic performance test, other test set-ups and proper maintenance of them.
2. He will prepare comments on AIS, TED, FADs, Ministry of Road Transport & Highways and OECD.
3. He will be responsible for servicing maintenance & repair of all tractors, vehicles, fork lifters and Trolleys of testing wing and maintain log books of the same.
4. He will also be responsible for proper maintenance of test record room and all test records, test reports, etc.
5. He will be responsible for proper maintenance of test sample receiving and releasing register/record.
6. He will also assist to SAE(T) for CMVR Testing..
7. Any other duties assigned by the superior Officers and Director from time to time.
X. **Shri C.S. Raghuvanshi, Agricultural Engineer:**
   1. He will be in-charge of PTO performance test, emission set-ups and proper maintenance of them.
   2. He will prepare comments on AIS, TED, FADs, Ministry of Road Transport & Highways and OECD.
   3. In the absence of Shri Pramod Yadav, AE, he will look after his duties in additions to his own duties.
   4. Any other duties assigned by the superior Officers and Director from time to time.

XI. **Shri Mahesh Ramesh Patil, Agricultural Engineer:**
   **He is transferred from Training wing to Testing wing.**
   1. He will assist to Shri C.V. Chimote, Test Engineer and Shri Y.K. Rao, Senior Agril. Engr.
   2. He will be responsible for water proof test set-up and field testing of the test samples.
   3. He will be assist to SAE(T) to carry out the various civil works, maintenance of gardens, maintenance of buildings, sanitization, cleanliness of testing campus and the work related to up-keep and maintenance of the test set-ups.
   4. Any other duties assigned by the Superior officers and Director from time to time.

This order supersedes all earlier orders in this regard and will come into force with immediate effect. The above officers submit their handing over and Taken over report in triplicate to the undersigned not later than in a week from the date of issue of this order.

Distribution:
1. Concern officers (by name) ________________ 2. All Officers/Section Incharges

Copy to: Ms. Vinita Talwar, Under Secretary (M&T), Ministry of Agriculture and Farmers Welfare, Department of Agriculture, Co-Operation and Farmers Welfare, Krishi Bhawan New Delhi.