

भारत सरकार/GOVERNMENT OF INDIA

केन्द्रीय कृषि मशीनरी प्रशिक्षण एवं परीक्षण संस्थान/CENTRAL FARM MACHINERY TRAINING & TESTING INSTITUTE

ट्रैक्टर नगर बुदनी (म.प्र.)/TRACTOR NAGAR, P.O., BUDNI (M.P.) 466445

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(AN ISO-9001:2015 CERTIFIED INSTITUTE)

फा.सं./F. No.: 3-18012/1/2023-Estt./1040

दिनांक/Date: 01.12.2025

कार्यालय आदेश/OFFICE ORDER

In partial modification of the earlier Office Orders dated 29.09.2023, 23.01.2024 and 02.08.2024, and with a view to ensuring the smooth functioning of the office, the following work allotments are hereby ordered, with immediate effect:

- i. **Shri Praphul Kumar, Stenographer Gr.-I.** He will assist the CPIO in all RTI-related work, in addition to his existing duties. In his absence, this will be looked after by Shri O N Arya, UDC.
- ii. **Shri O N Arya, UDC.** He will assist the Grievance Redressal Officer to deal with the all grievances received on-line through the CPGRAM Portal as well offline mode, in addition to his existing duties. In his absence, this will be looked after by Shri Praphul Kumar, Stenographer Gr.-I.
- iii. **Shri Yaganeet Prakash, UDC.** He will continue to work as Personal Assistant (PA) to the Director.
- iv. **Shri Sourabh Soni, LDC.** He will assist the HOO/AO in leave-related work, including file movement and entries in the Service Book (SB), in addition to his existing duties. In his absence, this will be looked after by Shri Shyamji Tiwari, LDC.
- v. **Shri G D Bamne, LDC.** He will assist the assist the Officer i/c Works to deal with all the assignments related to Civil/ Electrical Works that are to be executed through CPWD, in addition to his existing duties. In his absence, this will be looked after by Shri Sanjay Yadav, MTS(NT).

This issues with the approval of the Competent Authority.

Digitally signed by

Bikash Kumar Panigrahi

(बिकाश कुमार पाणिग्राही)
Date: 02-12-2025

उपकरण अभियंता/कार्यालय प्रमुख

कृते निदेशक

वितरण :-

1. All concerned.....
3. Personal file of the concerned

2. Administrative Officer
4. Guard file

प्रतिलिपि :-

PA to Director – for information

JE(R)- for uploading in website of the Institute

कृते निदेशक