



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

Website:<http://www.fmttibudni.gov.in>; Email: fmti-mp@nic.in; Extn:07564-299003; GSTIN:23AAAGC0890H1ZS

(AN ISO-9001:2015 CERTIFIED INSTITUTE)

फा.सं./F.No.: 3-18012/1/2023-Estt. (E-133413)

दिनांक/Date: 05.04.2024

OFFICE ORDER

Consequent upon relieving of Shri Karthickrajan M, AE(I) on 04.03.2024 on his transfer to SRFMTTI on loan basis for 6 months; the works of Training Wing is reallocated, as under to ensure its smooth functioning in partial modification of Institute's even no. order dated 23.02.2024:-

1. Shri G. R. Ambalkar, Agricultural Engineer:-

- o He will plan and conduct all Management Level, Need Based, User Level (In-campus), Technician Level, Academic Level courses and correspondence thereof.
- o He will be responsible for all correspondences related to ministry/monthly reports. He will monitor and manage the subordinate staff of training wing.
- o He is entrusted with the duties and responsibilities of **Hostel Warden** of all the hostels.
- o He will supervise, manage and control the works of all the contractors/ outsourced manpower engaged in training wing.
- o He will also work as O IC of Engineering Store and Consignee for all the procurements of the Institute through GeM.
- o He will be responsible for identification, preparation and submission of procurement proposals of all the stores/equipment/machinery.
- o *He will assist in development of infrastructure to get certification/authorization of DGCA as a RPTO centre and to conduct remote pilot license training.*
- o *He will assist in planning and conducting the Agricultural drone training/ demonstration activities.*
- o Imparting training to the trainees of various courses will be part and parcel of his duties.
- o He shall route all the files through the Head of Training.
- o In his absence; Shri Rakesh Paliwal, AE will look after his duties.
- o Any other duties assigned by the Head of Training and Director from time to time.

2. Shri Man Singh, Agricultural Engineer:-

- o He will plan and conduct all NSQF aligned training courses & correspondence thereof.
- o He will be the **O IC of Vehicle Repair Section** and is responsible for repair and maintenance of all agricultural machinery viz. Tractors, Power Tiller, Trailers etc. of training wing.
- o He will be responsible for development of labs and class rooms.
- o He will be responsible for Establishment and Operation of CHC at the Institute and CHC demonstration activities.
- o He will be responsible for operation and maintenance of DG Sets and water pumps.
- o Imparting training to the trainees of various courses will be part and parcel of his duties.
- o *He will work as **GeM Buyer** for all procurements pertaining to Training Wing.*

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- o Any other duties assigned by the Head of Training and Director from time to time.
- o He shall route all the files through the Head of Training.
- o In his absence; Shri G.R. Ambalkar, AE will look after his duties.
- o Any other duties assigned by the Head of Training and Director from time to time.

3. Shri Rakesh Paliwal, Agricultural Engineer:-

- o He will plan and conduct the Need Based (CHC) & User Level (off-campus) Training courses and correspondence thereof.
- o He will plan and conduct the Trade and Graduate Apprenticeship Training and correspondence thereof. He is responsible for handling of Trade and Graduate apprentice training portals.
- o He will work as **Vehicles- In-charge** and assist the Head of Training in controlling of Staff Cars i.e. official/non-official usage of staff cars, their Corrective & Proactive Maintenance, purchase of staff cars, maintenance of their Log Books and submission of bills to Accounts Section towards recovery against non-official usage of staff cars etc. as per extant GoI rules/instructions/guidelines.
- o He will also assist the Head of Training for smooth functioning of Library Section in absence of ALIO.
- o Imparting training to the trainees of various courses will be part and parcel of his duties.
- o He shall route all the files through the Head of Training.
- o *He will also work as **O IC Electrical Section** of training Wing and will assist in planning and conducting training courses pertaining to this section.*
- o In his absence; Shri G. R. Ambalkar, AE will look after his duties.
- o Any other duties assigned by the Head of Training and Director from time to time.

Shri A K Upadhyay, SAE/ Director(IC) is the overall in charge of Training Wing and all the above officers shall report to him.

(बिकास कुमार पाणिग्रही)
उपकरण अभियंता/कार्यालय प्रमुख
कृते निदेशक(प्र.)

वितरण :-

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|---|---------------------------|
| 1. All concerned..... | 2. Administrative Officer |
| 3. Personal file of the concerned | 4. Guard file |
| 5. IE (R)- To upload the order in website | |

प्रतिलिपि :-

PA to Director (IC) – for information of Director (IC)

कृते निदेशक (प्र.)