



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. (E-133413)

दिनांक/Date: 23.02.2024

### **OFFICE ORDER**

Consequent upon posting in and out of some officers; the works of Training Wing is reallocated, as under to ensure its smooth functioning in partial modification of Institute's earlier even no. Office Order dated 06.02.2024:-

#### **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 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 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 Accts Section towards recovery against non-official usage of staff cars etc. as per extant Gol 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 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 Karthickrajan Murugan, Agricultural Engineer (Instrumentation):-**

- o He will assist in planning and conducting the Agricultural drone training/ demonstration activities.
- o He will assist in development of infrastructure to get certification/ authorisation of DGCA as a RPTO centre and to conduct remote pilot license 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 He will work as GeM Buyer for all procurements pertaining to Training Wing.
- o He will responsible for development of IT infrastructure/ Advanced Electronic Training aids of labs, class rooms etc.

- o He will responsible for development Cloud based Application Software for receipt of Applications for Training courses in online Mode.
- 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 Shri G. R. Ambalkar, AE.
- 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.

Signed by Bikash Kumar  
Panigrahi

Date: 26-02-2024 09:39:08  
(बिकास कुमार पाणिग्रही)

उपकरण अभियंता/कार्यालय प्रमुख  
कृते निदेशक(प्र.)

**वितरण :-**

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

**प्रतिलिपि :-**

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

कृते निदेशक(प्र.)