



SPEED POST/e-Mail



भारत सरकार/GOVERNMENT OF INDIA

कृषि एवं किसान कल्याण मंत्रालय/Ministry of Agriculture and Farmers Welfare
कृषि एवं किसान कल्याण विभाग/Department of Agriculture and Farmers Welfare
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
 Web:www.fmttibudni.gov.in;Email:fmti-mp@nic.in;Tel:07564-299003;GSTIN:23AAAGC0890H1ZS
 (AN ISO-9001:2015 CERTIFIED INSTITUTE)

फा.सं./F.No.: 3-14011/3/2024-Estt. (E148423)

दिनांक/Date: 26-09-2024

OFFICE ORDER

In supersession of the Office Order of even number dated 29.07.2024, the undersigned as Head of Department and Controlling Authority of Central Farm Machinery Training and Testing Institute, Budni (M.P.) hereby delegates the duties and responsibilities of **Drawing and Disbursing Officer (DDO)** in respect of Pay, T.A. & other allowances in respect of Gazetted and Non-Gazetted staff, contingent expenditure relating to Central Farm Machinery Training and Testing Institute, Budni (M.P.) to **Shri Ravi Shankar Kumar, Instrumentation Engineer w.e.f. 04.10.2024 (AN)**, until further orders.

He is also authorized to draw all amount received through bank draft in favour of Director of this Institute, payable at State Bank of India, Narmadapuram/Budni, or any accredited Nationalized Bank of India.

Shri Ravi Shankar Kumar, Instrumentation Engineer shall perform the duties of Drawing and Disbursing Officer (DDO) in addition to his own duties. Shri Mukti Parajuli, Administrative Officer shall hand over the DDO charge to Shri Ravi Shankar Kumar, Instrumentation Engineer.

(Dr. P. P. Rao)

Director

Distribution:-

1. Shri Ravi Shankar Kumar, Instrumentation Engineer
2. Shri Mukti Parajuli, Administrative Officer
3. Account Section (2 copies)
4. All Section Officers: Admn./Training/Testing/Farm/Instrumentation
5. Cashier
6. Personal File of above concerned

Copy to : (alongwith the Specimen Signatures of DDO)

1. The Senior Accounts Officer (DMI), Pay & Accounts Office, New Secretariat Building, 2nd Floor, Civil Lines, Nagpur (Maharashtra) 440001
2. The Chief Manager, State Bank of India, Narmadapuram (M.P.)
3. P.A. to Director
4. IE (R) – for uploading on Institute's website.

Director