



- xvi) 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.
- xvii) He shall route all the files pertaining to the above assignments to the Director directly for necessary sanction/approval.
- xviii) *He shall report the progress/ status of the above on daily basis to the Director directly.*
- xix) In his absence; Shri Ravi Shankar, IE will look after his duties.
- xx) Any other duties assigned by the Director from time to time.

**2. Shri Partha Lodh, Senior Agricultural Engineer [SAE(PL)]:-**

- i) He will responsible for planning and execution of Commercial, Confidential and Batch, Variant testing of Tractors with complete correspondence thereof.
- ii) He will be responsible for the correspondences with BIS, MPS and TED activities.
- iii) He will be responsible for all the correspondence related to OECD.
- iv) He will assist SIE in Mass Emission Test and the correspondence thereof.
- v) He will deal all the correspondence related to different committees like AIS, TED, FAD, Ministry of Road Transport and Highways and ARAI etc.
- vi) Duty allotment in respect of subordinate testing wing staff members, be they are from agricultural, mechanical or instrumentation engineering; will be done by SAE(PL) in association with SIE, SAE(VS).
- vii) He will prepare the schedule for preparation of draft test reports / sectional reports of test samples pertaining to above tests and allot to the AEs, and STAs.
- viii) *Carrying out Testing of agricultural machinery will be part and parcel of his duties.*
- ix) He shall route all the files pertaining to the above works to the Director directly for necessary sanction/ approval.
- x) *He shall report the progress/ status of the above on daily basis to the Director directly.*
- xi) Shri B N Dixit, Agricultural Engineer shall assist him and route all the files pertaining to the above assignments through SAE(PL)
- xii) In absence of SAE (PL); Shri B N Dixit, Agricultural Engineer will look after his duties.
- xxiii) Any other duties assigned by the Director from time to time.

**3. Shri V. S. Shinde, Senior Agricultural Engineer [SAE(VS)]:-**

- i) He will be responsible for planning and execution of the OECD testing of tractors as per norms of the OECD Test Code.
- ii) He will be responsible for planning and execution of CMVR testing and the correspondence thereof.
- iii) He will be responsible to offer the comments on the draft test reports received from the newly approved testing centres/ FMTCs which are within the jurisdiction of this Institute.
- iv) He will be responsible for carrying out the various civil works, maintenance of gardens, maintenance of building, sanitisation, cleanliness of testing wing and the work related to up keep and maintenance of the test set ups through the Estate Officer/ OIC Works as the case may be.
- v) He will be responsible for repair, maintenance, overhaul/ servicing of tractors fork-lifters & cranes of testing wing and Load Car (except Instrumentation System).
- vi) He will organise training visits and demonstration of all test set ups as and when required.
- vii) *Carrying out Testing of agricultural machinery will be part and parcel of his duties.*
- viii) He shall route all the files pertaining to the above works to the Director directly for necessary sanction/approval.
- ix) *He shall report the progress/ status of the above on daily basis to the Director directly.*
- x) Shri B N Dixit, Agricultural Engineer shall assist him and route all the files pertaining to the above assignments through SAE(VS).
- xi) In absence of SAE (VS); Shri B N Dixit, Agricultural Engineer will look after his duties.

- xii) Any other duties assigned by the Director from time to time.

**4. Shri Bikash Kumar Panigrahi, Instrumentation Engineer [IE(B)]:-**

- i) He will continue as Head of Office [HOO] as per earlier Office Order No. 2-1/2021-Estt. dated 14.06.2023.
- ii) To assist Senior Instrumentation Engineer (S.I.E) in operation, maintenance, service and repair of test set-ups & testing instruments required for various testing activities.
- iii) Assist SIE in Design & Development of Centralized Portal/ online Application Software for management of Training Courses of the Institute.
- iv) Assist SIE for getting approval of QCI [Quality Council of India] as Certification Body (CB) for Testing/ Certification of agricultural drones as per DGCA Norms.
- v) To assist SIE in computerization and automation of Library, Offices, Labs and Test Set ups etc.
- vi) To assist SIE in up-gradation of various test set-ups through computerization by higher degree of automation.
- vii) Nodal Officer for Maintenance, Updation and Upgradation of e-HRMS (Electronic Human Resource Management System) and e-Office.
- viii) Nodal Officer for allocation of NIC e-Mail IDs and renewal of subscription of DNS based PAID NIC e-Mail IDs.
- ix) Nodal Officer for allocation of e-Office VPN and IMAP accounts.
- x) Nodal Officer for implementation & sustenance of ISO 9001: 2015 (Quality Management System) & ISO 17025: 2005 (Laboratory Quality Management System) and assist SIE in NABL accreditation of Test Laboratories.
- xi) Nodal Officer for updation of Land and Building data in the GLIS [Govt. Land Information Management System] portal.
- xii) Nodal Officer for Saturation of Govt. Buildings with Rooftop Solar System (RTS) under "PM Surya Ghar: Muft Bijli Yojana".
- xiii) He shall route all the files pertaining to the above works [except that at #(i)] to the Director through SIE for necessary sanction/approval.
- xiv. In his absence, SIE will look after his duties [excluding #(i)].
- xv. Any other works as may be assigned by the Director.
- xvi. AE(I) and STA (Instn.) will assist him in the above assignments.

**5. Shri Anshul Pandey, Instrumentation Engineer [IE(A)]**

He will assist SIE in discharging the following duties and responsibilities:-

- i) Procurement of all the goods and services of technical nature.
- ii) Maintenance, Updation of social media accounts/ pages of the Institute.
- iii) Maintenance, Repair, calibration, Service and upkeeping of Material Testing Lab, Load Car, PTO Lab & Hydraulic Test set ups, Grid connected PV Solar System, DG Sets, centralized AC Plants, split ACs, UPS.
- iv) Maintenance, Repair, Servicing, and Calibration of test equipment/ instruments installed at Laboratories and Test set ups of Testing Wing.
- v) He will assist SIE in calibration, operation, maintenance, service and repair of testing equipment/ instruments of Emission Test Laboratory.
- vi) Carrying out Testing of agricultural machinery will be part and parcel of his duties.
- vii) He shall route all the files pertaining to the above assignments through the SIE.
- viii) In his absence; Shri Ravi Shankar Kumar, IE will look after his duties.
- ix) Any other duties assigned by SIE and Director from time to time.
- x) AE(I) and STA (Instn.) will assist him in the above assignments.

**6. Shri Ravi Shankar Kumar, Instrumentation Engineer [IE(R)]:-**

He will assist SIE assist Shri R P Pandey, SIE in discharging the following duties and responsibilities:-

- i) Installation, Commissioning, Repair/ Servicing, Maintenance and upgradation of the ICT (Information; Computer/Communication Technology) equipment/ devices/ systems viz. PCs, printers, scanners, web cameras, Intercom, BSNL telephone connections etc, installed at various sections of the Institute.

