



भारत सरकार/GOVERNMENT OF INDIA

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

ट्रैक्टरनगरबुदनी(म.प्र.)/TRACTOR NAGAR, P.O., BUDNI (M.P.) 466445

<http://www.fmttibudni.gov.in>;Email:fmtl-mp@nic.in;Tel:07564-299003;GSTIN:23AAAGC0890H12S

AN ISO-9001:2015 CERTIFIED INSTITUTE

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

Dated: 03.10.2024

OFFICE ORDER

Consequent upon joining of new officers, the duties and responsibilities of Training Wing is reallocated, as under, to ensure its smooth functioning, in partial modification of earlier office order of even no. dated 05.04.2024:-

1. Dr. Ranjit Vasant Powar, Senior Agricultural Engineer [SAE(RP)]:-

- i) He will plan and conduct all Management Level, Need Based, User Level (In-campus), Technician Level, Academic Level courses and correspondence thereof.
- ii) He will be responsible for all correspondences related to ministry/monthly reports.
- iii) He will supervise, manage and control the works of all the outsourced manpower engaged in training wing.
- iv) He will be responsible for identification, preparation and submission of procurement proposals of all the stores/ equipment/ machinery.
- v) He will plan and conduct all NSQF aligned training courses & correspondence thereof.
- vi) He will be responsible for development of labs and class rooms.
- vii) 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.
- viii) Imparting training to the trainees of various courses will be part and parcel of his duties.
- ix) He shall route all the files through the SAE(U).
- x) Shri G. R. Ambalkar, AE will assist him in all the above assigned duties and responsibilities.
- xi) In the absence of SAE(RP); Shri G.R.Ambalkar, AE will look after his duties.
- xii) Any other duties assigned by SAE(U) and Director from time to time.

2. Smt. Yatih Nupur, Senior Agricultural Engineer [SAE(YN)]:-

- i) She will assist in development of infrastructure to get certification/ authorization of DGCA as a RPTO centre and to conduct remote pilot license training
- ii) She will assist in planning and conducting the Agricultural drone training/demonstration activities.
- iii) She will be responsible for Establishment and Operation of CHC at the Institute and CHC demonstration activities.
- iv) She will plan and conduct the Need Based (CHC) & User Level (off-campus) Training courses and correspondence thereof.
- v) She will plan and conduct the Trade and Graduate Apprenticeship Training and correspondence thereof. She is responsible for handling of Trade and Graduate apprentice training portals.
- vi) She will also assist SAE (U) for smooth functioning of Library Section in absence of ALIO.
- vii) Imparting training to the trainees of various courses will be part and parcel of her duties.
- xiii) She shall route all the files through the SAE(U).
- xiv) Shri Rakesh Paliwal, AE will assist her in all the above assigned duties and responsibilities.
- viii) In her absence; Shri Rakesh Paliwal, AE will look after her duties.
- ix) Any other duties assigned by SAE(U) and Director from time to time.

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

- i) He will assist in all the duties and responsibilities assigned to Shri Ranjit Vasant Powar, Senior Agricultural Engineer at #1 above and shall route all the files pertaining to those duties and responsibilities through SAE(RP).

- ii) He is entrusted with the duties and responsibilities of Hostel Warden of all the hostels.
- iii) He will also work as O IC of Engineering Store and Consignee for all the procurements of the Institute through GeM.
- iv) He shall route all the files pertaining to #3(ii) and 3(iii) through the SAE(U).
- v) In his absence; Shri Ranjit Vasant Powar, Senior Agricultural Engineer will look after his duties.
- vi) Any other duties assigned by SAE(U) and Director from time to time.

4. Shri Man Singh, Agricultural Engineer:-

- i) He will be the **O IC WORKS** for the all the Civil & Electrical to be executed through CPWD and that through local contractors, as well as per earlier issued even no. Office order dated 23.02.2024.
- ii) He will be responsible for operation and maintenance of DG Sets and water supply pumps.
- iii) *He will be responsible for maintenance of all the electrical installations and fans in Residential and non-residential buildings and street lights of the Institute. He shall take over all the files/ registers/ stores etc. from Shri Ravi Shankar, IE with immediate effect. All the regular staff and outsourced manpower of Electrical Section shall assist him in this.*
- iv) *He will work as GeM Buyer for all procurements pertaining to Training Wing.*
- v) Imparting training to the trainees of various courses will be part and parcel of his duties.
- vi) He shall route all the files through SAE(U)/ Estate Officer.
- vii) In his absence; Shri Rakesh Paliwal, AE will look after his duties as assigned at #4(i) and Shri G R Ambalkar, AE will look after his duties as assigned at #4(ii) and 4(iii).
- viii) Any other duties assigned by SAE(U) and Director from time to time.

5. Shri Rakesh Paliwal, Agricultural Engineer:-

- i) He will assist in all the duties and responsibilities assigned to Smt. Yatih Nupur, Senior Agricultural Engineer at #2 above and shall route all the files pertaining to those duties and responsibilities through SAE(YN).
- ii) 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.
- iii) 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 GoI rules/ instructions/ guidelines.
- iv) He shall route all the files pertaining to # 5(ii),5(iii) through SAE(U).
- v) In his absence; Smt. Yatih Nupur, Senior Agricultural Engineer will look after his duties.
- vi) Any other duties assigned by SAE(U) and Director from time to time.

Shri A K Upadhyay, SAE [SAE(U)] will be the overall in charge of Training Wing and all the above officers shall report to him.

Signed by Bikash Kumar

Panigrahi (बिकासकुमारपाणिग्रही)

Date: 04-10-2024 08:57:07

उपकरण अभियंता/ कार्यालय प्रमुख
कृते निदेशक

वितरण :-

1. All concerned.....

2. All Sectional Heads

3. Personal file of the concerned

4. Guard file

5. *Shri Ravi Shankar, IE - To upload the order in website and the files/ registers/ stores etc. pertaining to electrical maintenance of as referred at #4(iv)*

प्रतिलिपि :-

PA to Director - for information of Director

कृते निदेशक