



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

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AN ISO-9001:2015 CERTIFIED INSTITUTE

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

Dated: 16.10.2024

संशोधित कार्यालय आदेश/ REVISED OFFICE ORDER

Consequent upon transfer of Smt. YatihNupur, Senior Agricultural Engineer [SAE(YN)] to M&T Division, DoA&FW, MoA&FW on loan basis for a period of six months; the duties and responsibilities of Training Wing is hereby reallocated, as under, to ensure its smooth functioning, in partial modification of earlier office order of even no. dated 03/04.10.2024:-

1. Shri A K Upadhyay, SAE [SAE(U)]:

Shri A K Upadhyay, SAE [SAE(U)] will be the overall in charge of Training Wing and overall responsible for smooth functioning of all the activities of Training Wing. All the officers of deputed at Training Wing shall report to him.

Consequent upon transfer of Smt. Yatih Nupur, Senior Agricultural Engineer [SAE(YN)]; Shri A K Upadhyay, SAE [SAE(U)] will directly look after the duties allocated to her, as under, till further orders:-

- i) Development of infrastructure to get certification/ authorization of DGCA as a RPTO centre and to conduct remote pilot license training
- ii) Planning and conducting the Agricultural drone training/demonstration activities.
- iii) Establishment and Operation of CHC at the Institute and CHC demonstration activities.
- iv) Plan and executing the Need Based (CHC) & User Level (off-campus) Training courses and correspondence thereof.
- v) Plan and executing the Trade and Graduate Apprenticeship Training and correspondence thereof.
- vi) For smooth functioning of Library Section.
- vii) He shall route all the files to the Director for necessary Sanction/Approval.
- viii) Shri Rakesh Paliwal, AE will assist him in all the above assigned duties and responsibilities and handle the Trade and Graduate apprentice training portals.
- ix) In his absence; Dr. Ranjit Vasant Powar, SAE will look after his duties.
- x) Any other duties assigned by the Director from time to time.

2. 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 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.

3. Shri G. R. Ambalkar, Agricultural Engineer [AE(GR)]:-

- i) He will assist in all the duties and responsibilities assigned to ShriRanjitVasantPowar, Senior Agricultural Engineer at #2 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. He will also work as O IC of Engineering Store and Consignee for all the procurements of the Institute through GeM excluding that of Testing Wing. *Shri B N Dixit, Agricultural Engineer will continue to act as the CONGIGNEE in GeM portal for all stores procured for Testing Wing as ordered earlier, vide even no. Office order dated 15.04.2024*
- iii) He shall route all the files pertaining to #3(ii) and 3(iii) through the SAE(U).
- iv) In his absence; Shri Ranjit Vasant Powar, Senior Agricultural Engineer will look after his duties.
- v) Any other duties assigned by SAE (U) and Director from time to time.

4. Shri Man Singh, Agricultural Engineer [AE(M)]:-

- 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 [AE(RP)]:-

- i) He will assist in all the duties and responsibilities assigned to Shri Anil Kumar Upadhyay, Senior Agricultural Engineer at #1 above.
- 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 through SAE (U).
- v) In his absence; Shri Man Singh, Agricultural Engineer will look after his duties.
- vi) Any other duties assigned by SAE (U) and Director from time to time.

(बिकास कुमार पाणिग्रही)

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(iii)*

प्रतिलिपि :- PA to Director – for information of Director

कृतेनिदेशक