



भारत सरकार/Government of India
 कृषि मंत्रालय/Ministry of Agriculture
 कृषि एवं सहकारिता विभाग/(Department of Agriculture & Cooperation)
 उत्तर पूर्वी क्षेत्र कृषि यंत्र प्रशिक्षण एवं परीक्षण संस्थान,
FARM MACHINERY TRAINING & TESTING INSTITUTE (NER)
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No.1-2/2015-Estt. 396

Dated: 15/6/2015

OFFICE ORDER

In order to streamline the activities and in light of the CVC guidelines, the duties and responsibilities of the following officials has been re-shuffled with immediate effect as under-

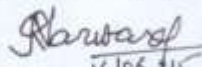
S. No.	Name of official and designation	Immediate Reporting officer	Immediate Reporting Officer
1	2	3	4
1	Mr. P.C. Dihingia, STA	<ul style="list-style-type: none"> > To supervise and conduct theoretical and practical classes under various courses conducted by the Institute. To Chalk out training programmes, prepare lesson plans, develop Training laboratories, etc. > Responsible for conducting of Demonstrations and, exhibition etc., > He will be in-charge of Plant Protection, display, Tillage (Primary & Secondary), inter-culturing & weeding equipment labs and responsible for their operation, maintenance, management, and monitoring the activities and their up-gradation. > Responsible for developing Audio-Visual aids required for training activities. > Responsible for making drawings, sketches, charts, blow-ups etc. for training activities. > He will assist to AE-I and will be responsible for all correspondence related to training section with the help of office staff. > He will assist to AE-I and look after the security of the Institute campus and supervise the duty of security personnel's (Home Guard). <p>He is directed to complete in all respect "draft test report" on Rangmon Paddy thresher & submit to AE-I before 22nd June, 2015 and handover complete the technical records & files etc. to Shri Partha Lodh, TA-II.</p>	Mr. P.P. Rao, SAE & Mr. J.P. Mandal AE-I
2	Mr. Anshul Pandey, STA (I)	<ul style="list-style-type: none"> > He will be responsible for Operation, day to day repair & maintenance, management and calibration of testing equipments, computers and other office electronic & electrical equipments and maintain their records. > He is also responsible for up-dating website of the Institute including all up-loading works. > Responsible for testing of any samples received from various manufacturers, collection of data, preparation of test reports thereof, > Responsible for maintenance and record of inward testing samples, > He will look after the correspondence of testing purchase related to Instrument and testing equipments. The testing files should be routed through, AE-II & SAE. 	Mr. Shashikant Gorakh Pawar, Agricultural Engineer - II

1	2	3	4
3	Mr. Khagendra Bora, TA-I	<ul style="list-style-type: none"> > He will work as Hostel Superintendent and will be responsible for management of trainee's hostel including fooding & lodging and welfare of the trainees.; > He will responsible for water supply and all electrical works of the Institutes campus with assistance of electrical staff. > Responsible for developing Audio-Visual aids required for training activities. > Responsible for making drawings, sketches, charts, blow-ups etc. for training activities. > Responsible for execution of Major & Minor Civil/Electrical works. > He will conduct on-the-job training classes and other related works and chalk out training programmes, prepare lesson plans, develop Training laboratories, etc. > He will assist to AE-I for maintenance and development of training infrastructure. 	Mr. P.P. Rao, SAE & Mr. J.P. Mandal AE-I
4	Mr. Partha Lodh, TA-II	<ul style="list-style-type: none"> > He will assist to AE-II in planning, execution & organization of all testing activities and make all necessary efforts to meet the set targets. > To carrying out tests for performance evaluation of Engines & other Farm Machinery. > Compilation of lab & field test data & Preparation of Draft test report. > He will be responsible for management, Operation, repair & maintenance of test laboratories, testing gadget, instruments, tractors & test samples and monitoring the Testing activities. > He will be the custodian of all testing records and responsible for its management & maintenance. <p>He is directed to hand over the previous charges to Sh P.C. Dihingia, STA</p>	SKG Pawar, AE-II
5	Mr. Shiv Kumar Sharma, TA-III	<ul style="list-style-type: none"> > He will be in-charge of Threshing & Harvesting, Post harvest Technology machinery, Irrigation Equipments labs and Repair Workshop and responsible for their operation, maintenance, management, and monitoring the activities and their up-gradation. > He will conduct on-the-job training classes and other related works and chalk out training programmes, prepare lesson plans, develop Training laboratories, etc. > Responsible for developing Audio-Visual aids required for training activities. > Responsible for making drawings, sketches, charts, blow-ups etc. for training activities. 	J.P. Mandal, AE-I
6	D.K. Nath, Agril. Asstt.	<ul style="list-style-type: none"> • Responsible for planning and management of the farm in consultation with the A. E.-I (Farm Incharge) and to attend all activities including control of labour, maintenance of records of seeds and fertilizers, supervision of MTS for gardening and supervision of security through Chowkidar Cum Farm Mate (MTS). • Responsible for imparting practical training classes on agronomical aspects, use of fertilizers, application of insecticides & pesticides and provide information about latest agricultural developments in respect to farm mechanization. • To undertake developmental activities in the farm like increasing irrigation potential, fertility of the soil, development of orchard, land leveling and water harvesting etc. 	J.P. Mandal, AE-I

1	2	3	4
7	R.R. Saikia, Sr. Tech.	<ul style="list-style-type: none"> To impart training, field practice, demonstration on Tractor/Power tiller, Pumps, P.P. Equipments and other Agricultural Machines, etc. To Operation, maintenance, upkeep, management and monitoring the activities of all vehicles, Fork Lifter, Combine Harvester & allied log books etc. 	J.P. Mandal, AE-I
8	Ananda Das, Sr. Tech.	Operation, maintenance, upkeep, management and monitoring the activities of Tractors & Power Tillers, & maintenance of allied log books etc. in addition to practical/theory classes and other related works.	J.P. Mandal, AE-I
9	Bhaskarjit Nath, Sr. Tech.	Operation, maintenance, upkeep, management and monitoring the activities of Tractors & Power Tillers, & maintenance of allied log books etc. in addition to practical/theory classes and other related works.	J.P. Mandal, AE-I
10	P.C. Hazarika, Sr. Tech.	<ul style="list-style-type: none"> To conducting training classes in General and Electrical systems of Tractors, Vehicles, etc. Responsible for repair-maintenance of electrical systems of Tractors, other agricultural machines, Vehicles, Computers, Audio Visual aids, Instruments, Allied equipments, Electrical systems of building/ street light/ Gen. set, etc. and maintenance and upkeep of log books, inventory register. Responsible for development of Electrical Laboratory, preparation of training infrastructure, models, etc. 	J.P. Mandal, AE-I & TA-I
11	Haradhan Bawni, Sr. Tech.	Assist in conducting testing and responsible for operation & maintenance test samples, tractors in supervision of TA-II & AE-II and any other works as assigned.	S.G. Pawar, AE-II
12	Deny Hasnu, Tech.	Operation, maintenance of vehicles and maintenance of allied log books of TATA SUMO. Any other works as assigned.	J.P. Mandal, AE-I
13	Kajjash Chetia, Tech	Operation, maintenance of vehicles and maintenance of allied log books of TATA Mobile and Swaraj Mazda. Any other works as assigned.	J.P. Mandal, AE-I
14	Sushil Koch, MTS	Assist in conducting testing and responsible for driving of tractors for testing samples in supervision of TA-II & AE-II and any other works as assigned.	S.G. Pawar, AE-II
15	Rupeswar Sut, MTS	Assist in Training Section and water and electricity supply duty and any other works as assigned.	J.P. Mandal, AE & TA-I
16	Karuna Basumatary, MTS	Farm operation, Field preparation for crop production and all related activities associate with Shri D.K. Nath, Agril. Asstt.	J.P. Mandal, AE-I
17	Ranjan Kr. Das, MTS	Assist in Training Section and water tanker supply duty and any other works as assigned.	J.P. Mandal, AE-I & TA-I
18	L.K. Giri, MTS	Assist in Training Section and water tanker supply duty and any other works as assigned.	
19	Nagen Bhuyari, MTS	Hostel mess duty for preparation of breakfast, Lunch, Dinner for trainees and guests Assist in Training Section and water tanker supply duty and any other works as assigned.	
20	Nanki Basfor, MTS	Cleaning and safai works of office buildings, lavatories, campus etc. and any other works as assigned.	

The concerned officials are hereby directed to take/hand over the charges immediately wherever required so as to complete the same on or before **01.07.2015**.

In addition to the above, the officials will carry out any other works as assigned by the competent authority from time to time.


 16/06/15
 (J.J.R. NARWARE)
 DIRECTOR

Distribution:

- All Concern, SAE/ AE-I / AE, II.
- Personal file of all concerned.
- All sections - Training/Testing/ Estt./Account/ CPS, Works & Care Taker/Store /Library
- Guard file