



भारत सरकार
Government of India
कृषि एवं किसान कल्याण मंत्रालय
Ministry of Agriculture and Farmers Welfare
कृषि, सहकारिता एवं किसान कल्याण विभाग
Department of Agriculture, Cooperation and Farmers Welfare
उत्तर पूर्वी क्षेत्र कृषि यंत्र प्रशिक्षण एवं परीक्षण संस्थान,
FARM MACHINERY TRAINING & TESTING INSTITUTE (NER)
बिश्वनाथ चारिआलि, बिश्वनाथ – असम
Biswanath Chariali: Biswanath: Assam-784176
An I.S.O. 9001- 2015 Certified Institute

Web.: <http://nerfmtti.nic.in>E-mail : fmti-ner@nic.in

No.:1-6 / 2020-Estt. -1394

Dated: 24th January, 2021**OFFICE ORDER**

In pursuance of office order number No. 2-1/1991 –PF-Vol.II-1379, dated 18.01.2021 Shri Mukti Parajuli, 'Ex-Office Superintendent' has joined to the post of 'Administrative Officer' at this Institute on 18/01/2021 and according to vide Ministry's letter No.:13-31/2014 M&T(I&P), dated, 16th June 2015, he is entrusted to look after the following responsibilities-

- Related matter of administration; Establishments; Medical bills; Accounts.
- To assist Director in matters relating to finance, court cases, vigilance, RTI and allied matters.
- Management of regular staff including outsourcing of contractual staff; Recruitments of staff their seniority, promotion, Reservations in appointments preparing pension papers; MACP; Probation; Review cases, arranging DPC / DSC meetings.
- Records Management Official language policy, housekeeping Jobs.
- Matter related to service associates.
- In absence of Agriculture Engineer (I) - Function as Drawing and Disbursing officer to monitor flow of receipts and expenditure, security of cash, drawl and disbursement of pay and allowances.
- Being estate officer, to look after the allotment, maintenance and management of residential and non residential buildings and rest house.
- Related correspondences with the Ministry and interaction with local administration for proper functioning of the Institute.
- Keeping knowledge of 'GFR-2017'; complete application of 'Central Public Procurement Portal-CPPP'; 'GeM-Government e Market Place' and service rules etc.
- General duties like distribution of work among staff, management and co-ordination of the work.
- Any other duties assigned by the competent authority time to time.

-The following officials: Office Superintendent (Vacant); Accountant- I/II; Steno Gr.-II and MTS Non- Technical (Shri Pawan Balmink; Shri Nanaki Basfor) will report him. The 'Administrative Officer' (A.O.) will work in coordination with Senior Agricultural Engineer and Agricultural Engineer (I).


(K.K.NAGLE)
DIRECTOR

Distribution:

1. Senior Agricultural Engineer; Agricultural Engineer -I; Agricultural Engineer -II; A.O.
2. Accounts Section; Training; Testing; Main Gate; Farm Section
3. Guard file
4. All Concern

Copy to:

1. हिंदी रूपांतरण: श्री विवेकानंद शुक्ला, वरिष्ठ हिंदी टंकक
2. Shri Ashish Patel, STA (Instn.) – with request हिंदी to upload on the Institute's website.


DIRECTOR