



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 &amp; 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](mailto:fmti-ner@nic.in)

No.:1-5/2020-Estt. 1397

Dated: 14/09/2019

**कार्यालय आदेश/OFFICE ORDER**

In streamlining the official activities of this Institute, the duties and responsibilities are hereby entrusted to the following officers in addition to their own duties as allocated earlier.

Sl No.	Name of the Officer and designation	Duties and responsibilities is entrusted
1	Shri P. C. Meshram, SAE	(i) As Head of Office (ii) As Security officer for looking after the security of the campus and management of security of personnel
2	Shri Mukti Parajuli, AO	As Store Officer

This order will come into force with immediate effect.

(DR. P.P.RAO)

DIRECTOR

14/09/2023.

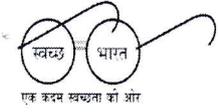
14/09/23

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16/9/23

**Distribution:**

- All Concerned
- SAE/AE-I/AE-II/AO
- Personal file of concern
- Guard File



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No. 1-5/2020-Estt

Dated: 5<sup>th</sup> January, 2024**OFFICE ORDEER**

In pursuance of Ministry's Order No.14-1/2021-M&T (Admn.), dated 11<sup>th</sup> December, 2023 Ms. Asmita Paul, Senior Technical Assistant has joined this Institute this office order No. 3-1/2024-PF/1706, dated 1<sup>st</sup> January, 2024. Accordingly, the duties and responsibilities are allocated to her as under:

Sl. No	Name & designation	Duties and responsibilities	Reporting Officer
1	Ms. Asmita Paul	<ul style="list-style-type: none"> <li>To supervise and conduct theoretical and practical classes under various courses conducted by the Institute. To Chalk out training programs, prepare lesson plans, develop Training &amp; Testing laboratories, etc.</li> <li>To supervise and conduct off campus training and demonstration.</li> <li>Responsible for repair-maintenance and servicing of Tractor, Vehicle, Power Tiller, Pumps and other agricultural machinery and allied equipment.</li> <li>To maintain Training Laboratories and its records.</li> <li>To maintain log books and inventory registers of Agricultural machinery and implements etc.</li> <li>Responsible for sketching of site map, drawing of buildings, machines, etc.</li> <li>To assist in making drawings, sketches, charts, blow-ups etc. for training &amp; testing activities.</li> <li>Responsible for developing Audio-Visual aids required for training &amp; testing activities</li> <li>All kinds of works related to photography for official purposes Preparation of Blow-ups, charts etc. for illustrating the activities of the Institute in a presentable manner.</li> <li>To conducting training classes in General and Electrical systems of Tractors, Vehicles, etc.</li> <li>Responsible for repair-maintenance of electrical systems of Tractors, Vehicles, Computers, Audio Visual aids, Instruments, Allied equipment's, Electrical systems of building/ street light/ Gen. set, etc. and maintenance and upkeep of log books, inventory register</li> <li>To maintain the day to day attendance of the women trainees who are staying in women's Hostel.</li> </ul>	SAE/AE/ Training In-charge

The concerned officials are hereby directed to take the charges immediately wherever required within a week time from the date of issue of this order. She will sit at training section in the room vacated by Shri Bhushan Morey, Ex. STA.

## Distribution:

- Person Concerned
- SAE/AE-I/AE-II/AO
- Guard File

(Dr. P.P.RAO)  
DIRECTOR

Handwritten signatures and dates: 05/01/24, 05/01/24, 05/01/2024

Handwritten signature and date: 8/1/24



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ONE EARTH • ONE FAMILY • ONE FUTURE

Web site : <http://nerfnti.nic.in>

E-mail : [fnti-ner@nic.in](mailto:fnti-ner@nic.in)

No.1-2/2015-Estt. 1898

Dated: 21.03.2024

**OFFICE ORDER**

In Pursuance of Ministry's Order NO.14-1/2021-M&T (Admn.)/E-103574, dated 01.03.2024 and subsequent Office Order No.3-2/2024-PF-879, dated 18<sup>th</sup> March, 2024 **SHRI J. BHON SINGH, SENIOR TECHNICAL ASSISTANT** has joined this Institute on 18<sup>th</sup> March,2024. Accordingly, the duties and responsibilities are allocated to him as under:

S. No.	Name of official and designation	Immediate Reporting officer	Immediate Reporting Officer
01	Shri J. Bhon Singh, Senior Technical Assistant	<ul style="list-style-type: none"> <li>Carrying out tests for performance evaluation of Tractors, Power Tillers Combine Harvesters, Engines and other farm machinery as per Bureau of Indian Standards (BIS/Organization for Economic Cooperation and Development (OECD)/ISO test codes, TAP Documents and Central Motor Vehicle Rules (CMVR) etc.</li> <li>Verification of tractors, power tillers combine harvesters and other agricultural machinery for certification under Central Motor Vehicle Rules (CMVR)</li> <li>Compilation, documentation of test data and preparation of test report etc.</li> <li>To assist Agricultural Engineer for installation and updating the infrastructure available at the Institute for testing of different kinds of Agricultural Machinery.</li> <li>To assist Agricultural Engineer for maintenance and repair of test set-ups, test samples, vehicles, tractors &amp; other farm machinery.</li> <li>To participate in the special training programmes of the Institute for designers, engineers, from India &amp; abroad.</li> <li>To Chalk out training programs, prepare lesson plans, develop Testing laboratories, etc.</li> <li>Responsible for repair-maintenance and servicing of Tractor, Vehicle, Power Tiller, Pumps and other agricultural machinery and allied equipment.</li> <li>To maintain log books and inventory registers of Agricultural machinery and implements etc.</li> <li>Responsible for sketching of site map, drawing of buildings, machines, etc.</li> <li>To assist in making drawings, sketches, charts, blow-ups etc. for training &amp; testing activities.</li> <li>Responsible for developing Audio-Visual aids required for training &amp; testing activities</li> <li>To attend any other duties as assigned by the Director and /or their senior officer</li> </ul>	M.R.Patil AE-I

The concern official is hereby directed to take the charges immediately whenever require within a week time from the date of issue of this order. He will sit at testing section room vacated by Shri Khagendra Bora, Ex. STA.

(DR.P.P.RAO)  
DIRECTOR

Distribution:

- Person Concerned – Shri J. Bhon Singh, STA
- SAE/AE-I/AE-II/AO

Received  
21/03/24

21/03/2024  
21/03/24  
21/03/24

Web site : <http://nerfmtti.nic.in>E-mail : [fmti-ner@nic.in](mailto:fmti-ner@nic.in)

No.1-2/2015-Estt. 1897

Dated: 21.03.2024

**OFFICE ORDER**

In Pursuance of Ministry's Order NO.14-1/2021-M&T (Admn.)/E-103574, dated 01.03.2024 and subsequent Office Order No.3-3/2024-PF-880, dated 18<sup>th</sup> March,2024 **SHRI RAHUL, SENIOR TECHNICAL ASSISTANT** has joined this Institute on 18<sup>th</sup> March,2024. Accordingly, the duties and responsibilities are allocated to him as under: -

S. No.	Name of official and designation	Immediate Reporting officer	Immediate Reporting Officer
01	Shri Rahul Senior Technical Assistant	<ul style="list-style-type: none"> <li>To supervise and conduct theoretical and practical classes under various courses conducted by the Institute. To Chalk out training programs, prepare lesson plans, develop Training &amp; Testing laboratories, etc.</li> <li>To supervise and conduct off campus training and demonstration.</li> <li>Responsible for repair-maintenance and servicing of Tractor, Vehicle, Power Tiller, Pumps and other agricultural machinery and allied equipment.</li> <li>To maintain Training Laboratories and its records.</li> <li>To maintain log books and inventory registers of Agricultural machinery and implements etc.</li> <li>Responsible for sketching of site map, drawing of buildings, machines, etc.</li> <li>To assist in making drawings, sketches, charts, blow-ups etc. for training &amp; testing activities.</li> <li>Responsible for developing Audio-Visual aids required for training &amp; testing activities</li> <li>All kinds of works related to photography for official purposes Preparation of Blow-ups, charts etc. for illustrating the activities of the Institute in a presentable manner.</li> <li>To conducting training classes in Geperal and Electrical systems of Tractors, Vehicles, etc.</li> <li>Responsible for repair-maintenance of electrical systems of Tractors, Vehicles, Computers, Audio Visual aids, Instruments, Allied equipment's, Electrical systems of building/ street light/ Gen. set, etc. and maintenance and upkeep of log books, inventory register.</li> <li>To attend any other duties as assigned by the Director and /or their senior officer</li> </ul>	R. Patel AE-II/ P.C.Meshram, SAE

The concern official is hereby directed to take the charges immediately whenever require within a week time from the date of issue of this order. Presently he will sit at training section room vacated by Shri Bhushan Morey, Ex. STA shared along with Ms. Asmita Paul,STA.

## Distribution:

- Person Concerned –Shri Rahul, STA
- SAE/AE-I/AE-II/AO
- Guard File

  
 21/3/2024

  
 (DR.P.P.RAO)  
 DIRECTOR  
 21/03/2024



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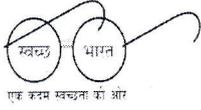
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एक कदम स्वच्छता की ओर

Web. <http://nerfmtti.nic.in>E-mail : [fmti-ner@nic.in](mailto:fmti-ner@nic.in)

No.:1-5/2020-Estt. / 30

Dated: 25.04.2024

**कार्यालय आदेश/OFFICE ORDER**

In Pursuance of Ministry's Order No.14-1/2021-M&T (Admn.), dated 11.12.2023 and subsequent office Order No. 3-4/2024-PF/60, dated 15<sup>th</sup> April,2024 **Shri Tejbir Singh, Farm Superintendent** has joined this Institute on **15<sup>th</sup> April,2024**. Accordingly, the duties and responsibilities are hereby entrusted to the officer as allocated below:

Sl No.	Name of the Officer and designation	Duties and responsibilities is entrusted	Reporting Officer
1	Shri Tejbir Singh, Farm Superintendent	<ul style="list-style-type: none"> <li>• Overall in charge of the Farm Section</li> <li>• Responsible for the overall management of Farm, like timely preparation of the filed, sowing, irrigation, plant protection, harvesting and proper storage of the crops grown in the farm of the Institute.</li> <li>• To assess the annual requirement of inputs like seeds, fertilizers, pesticides, insecticides, etc.</li> <li>• To arrange for proper and timely irrigation in the farm and orchards</li> <li>• To guard against the attack of insects, pests and diseases in the farm/orchards/office premises/residential complex.</li> <li>• Arrangement for timely sowing, weeding, harvesting, post-harvesting and disposal of farm produce.</li> <li>• He will responsible for overall in-charge of security of the Institute including farm /orchards with the help of Home Guards.</li> <li>• Develop the farm for fully mechanized ideal farm.</li> <li>• To attend any other duties as assigned by the Director and /or their senior Officers.</li> </ul>	Director

Presently, he will sit at the main office room at Administrative Building. The officer is instructed to take the charge and submit the reports to the undersigned at the earliest.

(DR. P.P.RAO)  
DIRECTOR**Distribution:**

- All Concerned
- SAE/AE-I/AE-II/AO
- Personal file of concern
- Guard File

DR: 25/04/24  
25/04/24  
25/4/24