

CITIZEN CHARTER

| S. No. | Designation | Qualification | Sanctioned Strength | Vacant |
|--------------------------|--------------------------------|---------------|---------------------|--------|
| Regular Staff | | | | |
| I | Senior Agricultural Engineer | B. Tech. | 1 | 0 |
| II | Agricultural Engineer | M. Tech. | 1 | 0 |
| III | Senior Technical Assistant (I) | M. Tech. | 1 | 0 |
| IV | Senior Technical Assistant | B. Tech. | 1 | 0 |
| V | Technical Assistant | Diploma | 1 | 1 |
| VI | Senior Technician -1 | Diploma | 1 | 0 |
| VII | Senior Technician -2 | ITI | 1 | 0 |
| Contractual Staff | | | | |
| VIII | Technical Assistant | M. Tech. | 1 | 0 |

| | | |
|-----|--|--|
| 2. | Facilities available for the manufactures in your Institute (Please) | 1. Testing of Machines. 2. Lodging & Boarding. 3. Canteen. |
| i | Have you developed on-line application system for receiving application and accepting? | Yes |
| ii | How you prioritize the testing request of the manufactures- | First cum First basis |
| iii | Do you have standard test code for equipment /machine? | Yes |
| iv | Do you follow BIS () | Yes |
| v | If you do not follow BIS what test code is adopted | Not applicable |
| vi | Do You issue testing certificate in time? Then how many? | Yes (100 %) |

| | |
|----|---|
| 3. | Provide the list of various laboratories available for testing of farm/tractors/power tillers, etc. |
|----|---|

| | Name of the lab | Facilities available |
|-----|-----------------------|--|
| I | Instrumentation Lab | The lab equipped with various ranges of Instruments, Apparatus, and Soil testing Equipment to test the different types of Agricultural Machinery as per guidelines of BIS. |
| II | Engine Test Lab | Lab is equipped with two Nos. of Eddy Current Dynamometers (10kW and 40kW). |
| III | Small Engine Test Lab | The facility is yet to be installing shortly. |

Schedule of Work


1. Receipt of application forms.
2. Scrutiny of the forms
 - If the application is complete in all respect, issuance of the letter for fees submission.
 - If not, issuance of the letter for submission of other required documents.
3. Acceptance of the application and issuance of the letter for random selection of the machine.
4. Issuance of the letter for random selection of the machine.
5. Random selection of the test sample at manufacturer's/applicant's site.
6. Receipt of the machine at Institute for testing.
7. Initial inspection and checking of the machine for any breakdown during transportation.
8. Field tests and laboratory tests as per BIS.
9. Wear assessment of the components.
10. Compilation of draft test report (DTR).
11. Submission of DTR to applicant for comments.
12. Incorporation of applicant's comments and compilation of final test report.
13. Release of the test report.

Testing activity, associated staff and time period

| S. No. | Test Activity | Associated Staff | Time Period |
|--------|---|--------------------------------------|-------------|
| 1. | Scrutiny of the forms a) If the application is complete in all respect, issuance of the letter for fees submission. b) If not, issuance of the letter for submission of the required documents. | STA/AE/SAE | 1 day |
| 2. | Random selection of the test sample at manufacturer's/applicant's site. | STA/AE/SAE | 4 days |
| 3. | Initial inspection of the machine for any breakdown during transportation | STA/AE/SAE/TA Sr. Tech. | 1 day |
| 4. | Field performance test | TA/STA/AE/SAE/ Sr. Tech., MTS (T) | 7 days |
| 5. | Laboratory test (Chemical analysis and hardness) and final wear assessment | TA/STA/AE Sr. Tech. | 1 day |
| 6. | Checking of specifications | TA/STA/AE Sr. Tech. | 2 days |
| 7. | Compilation of draft test report (DTR) and submission of DTR to applicant comments. | STA/AE | 3 days |
| 8. | Applicant's Comments | -- | 7 days |
| 9. | Release of final test report | AE/SAE | 3 days |

| S. No. | Category of Equipment/Machine | Time required for completion of test and releasing draft test report |
|--------|--|---|
| 1. | Hand tools | 2-3 months |
| 2. | Manual operated tools/equipments | 2-3 months |
| 3. | Animal drawn machine/equipments | 3-4 months depend upon timely submission of test sample based on season, etc. |
| 4. | Tractor drawn machine/equipments | 3-4 months depend upon timely submission of test sample based on season, etc. |
| 5. | Self-propelled machine/equipment up-to 3.5 kW capacity | 3-4 months depend upon timely submission of test sample based on season, etc. |
| 6. | Any other machine/equipments developed by ICAR/State Government/Research Institution, etc. | Time of testing depends upon performance of machines and their requirements declared by the manufacturer/applicant. |

Any other as per requirement of plan.


DIRECTOR

(MER/MTT/Assam)