



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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Dated: 15.06.2015

No.1-2/2015-Estt

OFFICE ORDEER

In supersession of earlier office order of even number dated 13.01.2015, the duties and responsibilities of Officers have been re-allocated with immediate effect.

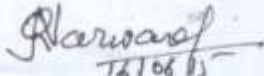
Sl No.	Name of the Officer and designation	Duties and responsibilities	Name of the Staff attached	Remark
1	2	3	4	5
1.	Mr. P.P. Rao Senior Agricultural Engineer	<ul style="list-style-type: none"> • He will be The Head of Training Section and responsible for all correspondence to meet the objectives of the wing. • Responsible for planning, execution & organization of all training programmes & their post evaluation survey and make all necessary efforts to meet the set targets. • Responsible for imparting International and specialized high level training courses organized by the training section and preparation of training literature/lesson plans for effective and efficient training. • Development of audio visual aids to enable the undergoing trainees for ease in acquiring training skill. • Management of trainees hostel and their welfare. • Responsible for up-gradation & modernizations of infrastructure of the wing and training of the staff. • Nodal Officer for demonstration/ exhibition in assistance of P.C. Dihingia, STA. • Nodal officer for up-dating of website link in assistance of STA (I). • Nodal officer for authorized of Testing Centers and offering comments on their DTR's. 	<ul style="list-style-type: none"> • Mr. P.C. Dihingia, STA, and (staff under AE-I as per requirement) • Mr. Anshul Pandey, STA (Inst) • Mr. Hemanta Das, LDC 	In the absence of S.A.E. Mr. J.P. Mandal, AE-I will be responsible and vice-versa
		<ul style="list-style-type: none"> • He will work as the Head of Office of the Institute and responsible for all the activities of the establishment section and maintenance of residential and non-residential buildings with the help of care taker. • In-charge for official language (Hindi) • As Library in-charge for purchase & issue of books 	Mr. B. Payeng, Accountant-II and Mr. B. Upadhyaya, LDC	
		<ul style="list-style-type: none"> • He will be Head of Central Purchase Section and responsible for purchasing of tractors/agricultural machines/allied equipment/engineering materials/fuel oil lubricants/general stores required for day-to-day working of the Institute and appropriate utilization of Institute's allocated funds. • Responsible for correspondence related to Major & Minor Works of the Institute in assistance of AE-II & TA-I • Other duties and responsibilities as assigned by the Director from time to time in addition to the above 	Mr. B. Upadhyaya, LDC and (Mr. K. Bora, TA as per requirement)	

1	2	3	4	5
2.	Mr. J.P. Mandal Agricultural Engineer - I	<ul style="list-style-type: none"> • In-charge of Training Section and he will be responsible for all correspondence related to training section. However, all training cases are to be routed through SAE. • He will assist to SAE, (i) in planning and organization of various training programmes. (ii) for organizing International and specialized high level training courses and preparation of training calendar, training material/lesson plan for effective and efficient training. • To organize & supervise various training activities including operation, repair and maintenance of all vehicles, tractors, power tillers, pumps, farm machines and allied equipment etc. • To develop (i) various training laboratories for conducting successful and efficient training courses (ii) training material/audio-visual aids to enable the undergoing trainees to acquire skill in easy and efficient way. • Responsible for maintenance and development of training infrastructure, labs, water supply, electricity with the help of TA-I. • As Hostel Warden, responsible for the welfare of the trainees. • He will look after the duties of welfare officer of the Institute. <ul style="list-style-type: none"> • Independent overall in-charge of Farm Section responsible for planning and execution of all Farm activities, Farm development work and crop production and their disposal. • Independent Security Officer and look after the security of the Institute campus and supervise the duty of security personnel's (Home Guard) with the assistance of STA and NCO. • Other duties and responsibilities as assigned by the Director from time to time in addition to the above. 	<ul style="list-style-type: none"> • Mr. P.C.Dihingia STA. • TA-I & III • Mr. P. C. Hazarika, Sr. Tech. • Mr. Ananda Das, Sr. Tech. • Mr. B. Nath, Sr. Tech. • Mr. R.R. Saikia, Sr. Tech. • Mr. Hemanta Das, LDC • Mr. Denny Hasnu, Technician. • Mr. K. Chetia, Tech. • Mr. R. Sut, MTS, • Mr. R. Das, MTS • Mr. L. Giri, MTS • Mr. N. Bhuyan, MTS <ul style="list-style-type: none"> • Mr. D. K. Nath, A. A. • Mr. Praphul Kumar Steno Gr.-II • Mr. K. Basumatary, MTS 	In the absence of J.P. Mandal. AE-I S.G. Pawar, AE-II will be responsible and vice-versa
3.	Mr. Shashikant Gorakh Pawar, Agricultural Engineer - II	<ul style="list-style-type: none"> • Overall in-charge of Testing Section. Independently responsible for all correspondence related to testing and purchase of testing instruments. • Responsible for planning, execution & organization of all testing activities and make all necessary efforts to meet the set targets. • Carrying out tests for performance evaluation of engine & other and compiling and preparing test reports. • To offer comments on review and amendments of BIS/ISO/OECD test code in respect of Tractors, Power Tillers & Farm Machinery. • Installation and updating the infrastructure available at the Institute for the testing of different kinds of Agril. Machinery. Development of jigs and fixtures required for installation and attachment of test samples • To participate in the special training programmes of the Institute for designers, engineers from India & abroad. 	<ul style="list-style-type: none"> • Mr. Anshul Pandey, STA (Inst) • Mr. Partha Lodh, TA-II • Mr. P.B. Biswakarma, SHT • Mr. H. Bawri Sr. Tech. • Mr. Sushil Koch MTS (T) 	In the absence of Mr. S. G. Pawar, AE-II Mr. J.P. Mandal. AE-I will be responsible and vice-versa

1	2	3	4	5
	Mr. Shashikant Gorakh Pawar, Agricultural Engineer - II	<ul style="list-style-type: none">Independently responsible for the Engineering and Estate Store and manage the functioning of the receipt, issue and disposal of engineering stores	Mr. P.B. Biswakarma, SHT	
		<ul style="list-style-type: none">Independent in-charge of Drawing and Disbursing Officer and all related work of the cash & Accounts Section,Other duties and responsibilities as assigned by the Director from time to time in addition to the above.	Mr. Mukti Parajuli, Accountant-I	

In addition to the above, the officers will have to perform any other duties as assigned by the Competent Authority from time to time.

This order will come into force with immediate effect. The charges may be handed over or taken over immediately with the intimation to undersigned.


(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