



भारत सरकार

Government of India

कृषि एवं किसान कल्याण मंत्रालय

Ministry of Agriculture and Farmers Welfare

कृषि एवं किसान कल्याण विभाग

Department of Agriculture and Farmers Welfare

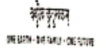
दक्षिणी क्षेत्र कृषि यंत्र प्रशिक्षण एवं परीक्षण संस्थान,

Southern Region Farm Machinery Training & Testing Institute

ट्रैक्टर नगर, गार्लदिन्ने, जि. अनंतपुर (आं. प्र.)

Tractor Nagar, Garladinne, District: Anantapur (A.P.)- 515731

An I.S.O. 9001- 2015 Certified Institute

Web.: <http://srfmtti.dacnet.nic.in>E-mail: fmti-sr@nic.in

File No. 6-1/2022-Misc

Dated: 19th June, 2023**ORDER**

In continuance of this Office order No 1-14/2015-Estt dated 19.07.2021 and 25.11.2021, the allocation of duties to staff of Administration/Accounts section will be as shown below with immediate effect :-

Shri S. BILAL, UDC

S.No	Work allocated	Remarks
1.	RTI Report & Returns	In absence of Shri S. Bilal, UDC Shri Gautam Raj, UDC will look over the entire work in addition to his own duties and responsibilities.
2	Online RTI submission	
3	NPS Report & Returns	
4	All Correspondence letters reply	
5	Important report & returns from Ministry	
6	MACP cases	
7	Pension cases	
8	Recruitment (Direct & Promotion)	
9	Probation Clearance	
10	Pay fixation	
11	CR/APAR	
12	Misc correspondence	
13	Internal Audit	
14	E-Office	
15	E-HRMS	
16	LIMBS portal	
17	Verification of Qualifying service	
18	Review Meeting correspondence	
19	Parliament Questions	
20	Grievance (CPGRAMS)	
21	Continuance of Temp post	
22	Annual Action Plan corres	
23	RRCPS Annual entry/Quarterly SC/ST/OBC/PWD return	

P.T.O



SHRI YK KIRAN KUMAR, UDC

S.No	Work allocated	Remarks
1.	Salary bills	In absence of Shri Y.K.Kiran Kumar, UDC Shri S. Bilal, UDC will look after the entire work in addition to his own duties and responsibilities
2.	Budget correspondence	
3.	Leave cases	
4.	GPF advances/withdrawal	
5.	LTC correspondence	
6.	CL of Staff	
7.	Maintenance of Record room	Shri Y.K. Kiran Kumar, UDC under the Supervision of OS.

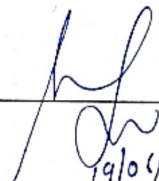
SMT PREETHI SAGARIKA, CMPDR

S.No	Work allocated	Remarks
1.	TA Bills	In absence of Smt Preethi Sagarika, Cmpdr Shri Y.K. Kiran Kumar, UDC will look after entire work in addition to his own duties and responsibilities.
2.	Medical Bills	
3.	Apprentices/wages bills	
4.	Training courses bills	

SHRI GAUTAM RAJ, UDC

S.No	Duties	Distribution of duties
1	Monthly Report & Returns	In absence of Shri Gautam Raj, UDC Shri S.Bilal, UDC will look after the entire work in addition to his own duties and responsibilities
2	Monthly DO Report	
3	MPR	
4	First Day report	
5	Submission of Annual Returns	
6	CPWD correspondence	
7	Vigilance monthly return	
8	Issue of Identity card	
9.	Special Campaign 2.0 correspondence	
10	Internal & Tfr / Posting	
11	Swachhata Action plan	
12	Training to Officers/staff	
13	Leaves/Holidays	




19/01/2023
(ROHIT SHRIVASTAVA)
Administrative Officer
For DIRECTOR (I/c)

वितरण / Distribution :

1. Shri D. Vasuki Krishna, OS
2. Shri S. Bilal, UDC
3. Shri Y.K. Kiran Kumar, UDC
4. Smt Preethi Sagarika KT, Cmpdr
5. Shri Gautam Raj, UDC
6. All Sections (Admin, Training, Testing, Estates, Accts I & II, Cash, Farm, Library, Engr stores, Dispensary/Hostel Superintendent)
7. PA to Director for kind information of Director.

दक्षिणी क्षेत्र कृषि यंत्र प्रशिक्षण एवं परीक्षण संस्थान, ट्रैक्टर नगर, गार्लदिन्ने, जि. अनंतपुर (आं. प्र.)