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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)

दक्षिणी क्षेत्र कृषि मशीनरी प्रशिक्षण एवं परीक्षण संस्थान

Southern Region Farm Machinery Training and Testing Institute

ट्रैक्टर नगर, गार्लदिन्ने - 515 731, जिला: अनंतपुर (आं. प्र.)

Tractor Nagar, Garladinne- 515 731, District: Anantapur (A.P.)

[ISO 9001:2008 COMPLIANT INSTITUTION]

फाइल संख्या/File No. 5-3/99-Vig.

दिनांक/Dated: 21st September, 2015

कार्यालय आदेश /OFFICE ORDER

In supersession of this office Order of even number dated 29.09.2014, Smt.P.Kamalabai, Senior Agricultural Engineer of this Institute is hereby designated as Public/Staff Grievances and Welfare Officer. She will be available to hear the grievances/suggestions of staff/public, personally as is required to redress the grievances and its expeditious settlement.

2. She is also declared as nodal officer for "pension grievance".
3. Every working Friday between 4 PM to 5PM is fixed to hear the grievances and suggestions of staff/public. In case Friday happens to be holiday, officials/public may contact the Public/Staff Grievances Officer on the next working day at the appointed time.
4. The Public/Staff Grievances Officer would hear the grievances of the staff relating to normal service matters like completion of service records, timely drawal of increment, issue of correct seniority lists, fair promotion, proper medical facilities, transfer at the school session, provision of residential accommodation in accordance with the approved criteria, grant of timely pensionary benefits etc. He should ensure that the grievances of the employees are redressed as per guidelines and time line specified in the O.M.No.34-11/2012-O&M/PG dated 26.11.2012.
5. The Grievances Officer shall submit the status report by 25th of every month to Admn. Section.

The address and contact details of the nodal officer is as under:

Smt.P.Kamalabai,

Senior Agricultural Engineer,

Southern Region Farm Machinery Training and Testing Institute,

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

Mobile: 9492403199

e-mail: palanikumarkamalabai@gmail.com

21/9/15 (P.K.PANDEY)
DIRECTOR

Distribution:

1. Smt. P.Kamalabai, Senior Agricultural Engineer
2. All Officers: SAE(Y)/AE(C)/A.O./FS/AE (D)
3. All Sections: Admn./ Trg./ Testing/ Farm/ Lib./Hostel/Cash/Accts-I & II/ Dispensary/Estate/Repair/Elec.
4. Notice Boards: Admn./Trg./Testing/Library/Hostel
5. PF of Smt. P.Kamalabai, SAE
6. Guard File
7. PA to Director

Copy to:1.The Under Secretary (Vigilance), Ministry of Agriculture and Farmers Welfare, Department of Agriculture, Cooperation and Farmers Welfare, Krishi Bhawan, New Delhi - 110 001.

2.The Under Secretary (M&T), Ministry of Agriculture and Farmers Welfare, Department of Agriculture, Cooperation and Farmers Welfare, Krishi Bhawan, New Delhi - 110 001.

(P.K.PANDEY)
DIRECTOR